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ABSTRACT

Suggested guidelines for the development of fire service standard operating procedures are presented in this document. Section topics are as follow: chain of command; communications; emergency response; apparatus; fire service training; disaster response; aircraft fire safety; mutual aid; national reporting system (example reporting forms); example mutual aid agreements; example standard operating procedure; example rules and regulations; information on hazardous cargoes and spills; and suggested records (annual hose statement, community resident information, monthly vehicle inspection report, and training report.) (JH)

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SUGGESTED GUIDE

FOR

FIRE SERVICE STANDARD OPERATING PROCEDURES

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SECTION I

CHAIN OF COMMAND

CHAIN OF COMMAND

It is suggested that fire departments in towns, villages or cities be created by ordinance through action of the Boards or Councils. This ordinance should be provided for:

A. The establishment of the fire department as a unit of government.
B. The Bureau of Fire Prevention.
C. The position of Fire Chief, his manner of selection, authority and tenure.
D. The standards for appointment of other officers and fire fighters.
E. Rules and regulations governing the departmental operations and conduct of its members.

Where such ordinances exist, the fire chief should be appointed by the Fire and Police Commission where applicable, or the chief executive, subject to confirmation by the Council or Board.

The fire chief is in charge of, and has final responsibility for, all department property, personnel and activities. He should have:

A. A competence in the field of fire technology and administration with a desire to improve the technical knowledge and abilities of his men.
B. The ability to establish standards for entrance into, and training and promotion within, the department.
C. A well developed sense of the responsibility and value of the fire department to the community.

and he should have the authority to:

D. Organize the department and its operations.
E. Appoint subordinate officers subject to Board, Council or Commission approval.
F. Take personnel actions including discipline.

In some departments, the chief is changed at frequent intervals. This does not provide for continuity of programs and efficient adminstration. A chief should remain in office as long as he performs in an effective manner. He should be removed only for cause, and given a public hearing if he so desires. Your department will only be as effective as your chief is knowledgeable in the field of fire prevention and protection.

It is suggested that your fire department be comprised of a minimum of 25 members. This, of course, will vary with the size of the community and the number of pieces of apparatus to be manned.

A "rule of thumb" measure could be ten men for each engine, ladder, platform, rescue squad or other company in the department. It is desirable to divide the men into companies. This allows more efficiency at fires and makes for smoother and effective administration.

A sample organizational chart and suggested descriptions of staff and line duties are furnished for your information. The positions indicated in the sample organization chart may be changed to meet the individual department's manpower and equipment needs. It is suggested the ten men per piece of apparatus average be utilized to insure personnel being available on all shifts.

The following is a suggested outline of the duties and responsibilities assigned in the organizational chart.

A. Assistant Chief

Is in charge of department in the absence of the chief. At fires or other emergencies he shall be in charge until the chief arrives. When the chief is present, he shall report to him and follow his orders. He shall supervise the work of his subordinates.

B. Deputy Chief - Training

Shall be in charge of training. He will plan a continuing program of training, maintain records of training by department personnel, reports and makes recommendations to the chief as to the effectiveness of department operations and training. In the absence of the chief and assistant chief, he shall assume command and direct operations at fires or emergencies until the arrival of the chief or assistant chief.

C. Deputy Chief - Fire Prevention

Is in charge of fire prevention and investigation. He plans and supervises inspection and other fire prevention programs, investigates complaints of hazardous conditions and fire scenes to attempt to determine cause of fire. Maintains records of all inspections, hazards, violations and investigations conducted by himself or members of the department. Upon arrival at a fire or other emergency and in the absence of other chief officers, he will assume command and direct operations until the arrival of the chief or assistant chief.

D. Deputy Chief - Apparatus, Equipment Maintenance

Is in charge of apparatus, equipment and quarters and is responsible for their appearance, condition and maintenance. Maintains records and reports of tests of hose, ladders, pumps and apparatus and advises chief of any deficiencies or recommendations for improvement of equipment or facilities. Upon arrival at a fire or other emergency and in the absence of other chief officers, he shall assume command and direct operations until relieved by the chief or assistant chief. After being relieved and during the emergency operations, he will observe that all apparatus is operated in the proper manner.

In the event the chief is absent for a long period of time, the assistant chief shall be in command of the department. When both the chief and assistant chief are absent, the first responding deputy chief shall be in command.

E. Captain

Pumper - Tanker - Ladder - Rescue Squad - Ambulance--Shall be in charge of his company. He is responsible for the care and maintenance of the apparatus to which he is assigned and the equipment carried on it. He shall report any mechanical deficiency and lost or defective tools or equipment to the deputy chief - apparatus and equipment. It is his responsibility to insure the apparatus is ready to respond at all times. When he is the first officer to arrive at a fire or emergency, he shall assume command of operations until relieved by a chief officer. He shall be in command of his unit.

F. Lieutenant

Shall assist the captain and perform his duties when he is absent. If he is first officer to arrive at a fire or emergency, he shall assume command of operations until relieved by a superior officer. He shall be in command of his unit in the captain's absence.

G. Driver - Operations

Are assigned to the apparatus operated by their company. It is their responsibility under the supervision of the company officers to maintain their apparatus and equipment in good condition and ready for immediate use. They should drive this apparatus to all fires or emergencies, positioning it, operating pumps, ladders and all other equipment at the direction of their officers.

H. Fire Fighters

Should be assigned to various companies where they will assist in maintaining the apparatus, equipment and stations in clean and serviceable condition. They shall follow the orders of their company and chief officers. At fires or emergencies, they perform their duties under the direction and supervision of their officers.

I. President, Vice President, Secretary-Treasurer

Perform their duties as specified in the constitution and by-laws or rules and regulations as they may apply.

When organizing your fire department, it is suggested that consideration be given to applying for your share of the Fire Department Dues Fund. This fund, administered by the Department of Industry, Labor and Human Relations, provides additional revenue to fire departments meeting their standards.

FIREGROUND DUTIES

A. Chief, deputy chief and assistant chiefs are referred to as chief officers. Captains and lieutenants are referred to as line officers. The formal line of command is listed previously. However, orders need not necessarily follow this chain, but rather will be basically chief officer to line officer to fire fighters first class. This does not mean that chief officers will not order fire fighters directly when emergency situations require it.

B. Fireground duties of officers

1. The ranking officer (chief in line) on the fireground shall assume command until the arrival of a senior officer.
2. The command officer shall size up the fire emergency. This initial size up as to the nature of the emergency, degree of involvement, endangered exposures, and other pertinent information shall be briefly radioed to responding apparatus.
3. The command officer shall issue orders to responding units for required operations.

4. The command officer shall assign junior officers particular segments of the operation such as rear or opposite side attack, protecting exposures, water supply, reserve or station stand-by.
5. Chief officers shall direct overall operations.
6. Line officers will be ordered to execute operations such as getting streams into service, ventilation, laddering, etc.
   a. Line officers are responsible for the particular piece of apparatus in which they responded, together with the equipment. They will also be responsible for the safety of the crew.
   b. It is an important responsibility of all officers and men who have received orders in the chain of command to execute those orders precisely. Keep the directing officer informed of progress and report its completion to him.

C. In-station responsibilities of rank

1. The command officer shall fill out a fire report following an alarm and shall submit it to the chief along with the duty roster and any accident report or personal damage claim.
2. Line officers shall see that their apparatus is properly returned to service. They shall direct the crew in this operation and shall report return to service to the station cheif.
   a. Line officers are responsible to give an accurate duty roster to the command officer.
   b. They shall also fill out any accident reports or personal damage claims and submit them to the command officer.
3. A chief or line officer may be required to remain in the station during an alarm to dispatch equipment or command reserve or mutual aid stand-by crews. He shall maintain readiness and prepare as much as possible for the returning crews and clean-up work.
4. The captains shall maintain an accurate hose record showing section number, date of purchase, size, type, test pressure and date for all sections of hose.
   a. Hose testing to be completed May 31 each year.

SECTION II

COMMUNICATIONS

COMMUNICATIONS - DEPARTMENT RADIO SYSTEM

A. Purpose of Radio Communications System

1. Primary: Provide essential communications link between firegrounds and other emergency sites to control communications center (base stations). Provide communications link between mobile units and officers responding to or working at emergencies to facilitate operating on the emergency.
2. Secondary: Maintain communication contact with and between mobile units and officers of the department during nonemergency periods for purpose of keeping the department equipment and personnel continually in "at ready" state for emergency operation, and for the general operational efficiency of the department in any and all operations.

B. How Radioes are to be Used

1. Who shall utilize radioes?
   a. Officer(s) in command of fireground or emergency situations.
   b. Officer in charge of company, team or crew operating at alarm or emergency (or other department operation).
   c. Operator of a department vehicle on the road without the presence of an officer.
   d. Department member other than above who is acting on instructions from one of the above identified.
2. What information is properly handled by radio?
   a. Messages to or from a fireground (or emergency site) that have a bearing on the operations being conducted at that location.
   b. Messages to or from a mobile unit which have a bearing on the disposition or operation of that vehicle or its personnel on emergency or nonemergency fire department business.
   c. Messages to or from department officers with portable units that have a bearing on their department function or department business.
3. What should NOT be handled by radio?
   a. Messages between buildings or sites where nonemergency business is being conducted which are served by telephone service.
   b. Messages between mobile units or officers with portable units that involve personal business of those persons or persons at those locations.
   NOTE: For the purposes of this regulation, a contact by radio alerting another station that a personal message awaits a member is permissible.
4. Procedure for using radio transmitting.
   a. Turn on radio.
   b. Remove mike from holder.
   c. Think of what is to be said. Try to make your message concise and to the point.
   d. Hold the mike slightly to one side of the mouth with the speaking grill in opposite palm of hand.
   e. Depress red button on mike.
   f. Identify yourself (Rescue 21) then the unit you are calling. Include the call letters if it is another base.
   g. Speak in a normal tone; slowly and distinctly.
   h. Do NOT use proper names. This is only necessary when getting directions.
   i. Do NOT give a patient's name or condition in detail. Use words such as "serious".
   j. When a vehicle is being called and is not answering, you may go on the air, identify yourself and try to relay the message if you are in a position to do so. This may be done by radio or physically, depending on the situation.

C. Verbal Codes

1. The standard "Ten Code" will be the only code system used by the department. It is used in the interest of brevity, not through any desire to keep information secret. This code should be used to a minimal degree where key words would clearly communicate.
2. The basic "Ten Code" as used by the department:
   - 10-2 Receiving your transmission clearly
   - 10-4 O.K. I understand your message
   - 10-7 Out of service
   - 10-8 In service
   - 10-20 Geographical location

D. Radio Monitors

1. Purpose - To receive alarm signals in the fire fighter's home.
2. How assigned - Monitors are assigned to active fire fighters of the department. Active fire fighters to be determined by use of the point system.
3. Maintenance - Monitors are to be maintained by a person designated by the department. At no time are fire fighters to attempt to service monitors themselves.
4. Responsibilities - Fire fighters are responsible to maintain receiver in good condition and to return it to the station if it no longer functions or is not used.
5. Any information received on a monitor is not to be used for the personal gains of any fire fighter or member of his family.

TEN SIGNAL LIST

*Used by Fire Department

10-0	Caution
*10-1	Unable copy - change location
*10-2	Signal good
*10-3	Stop transmitting
*10-4	Acknowledgement (OK)
*10-5	Relay
*10-6	Busy - unless urgent
*10-7	Out of service
*10-8	In service
*10-9	Repeat
10-10	Fight in progress
10-11	Dog case
10-12	Stand by (Stop)
*10-13	Weather - road report
10-14	Prowler report
*10-15	Civil disturbance
10-16	Domestic problem
*10-17	Meet complainant
*10-18	Quickly
*10-19	Return to ____
*10-20	Location
*10-21	Call ____ by telephone
*10-22	Disregard
*10-23	Arrived at scene
*10-24	Assignment completed
*10-25	Report in person (Meet)
10-26	Detaining subject, expedite
10-27	(Driver's) license information
10-28	Vehicle registration information
10-29	Check for wanted
*10-30	Unnecessary use of radio
10-31	Crime in progress
10-32	Man with gun
10-33	EMERGENCY
*10-34	Riot
10-35	Major crime alert
10-36	Correct time
10-37	(Investigate) suspicious vehicle
10-38	Stopping suspicious vehicle
10-39	Urgent--use light, siren
10-40	Silent run--no light, siren
10-41	Beginning tour of duty
10-42	Ending tour of duty
*10-43	Information
10-44	Permission to leave ____ for ____
10-45	Animal carcass at ____
10-46	Assist motorist
10-47	Emergency road repair at ____
10-48	Traffic standard repair at ____
10-49	Traffic light out at ____
*10-50	Accident (F, PI, PD)
10-51	Wrecker needed
*10-52	Ambulance needed
*10-53	Road blocked at ____
10-54	Livestock on highway
10-55	Intoxicated driver
10-56	Intoxicated pedestrian
10-57	Hit & run (F, PI, PD)
10-58	Direct traffic
10-59	Convoy or escort
10-60	Squad in vicinity
10-61	Personnel in area
10-62	Reply to message
10-63	Prepare to make written copy
10-64	Message for local delivery
10-65	Net message assignment
10-66	Message cancellation
10-67	Clear for next message
10-68	Dispatch information
10-69	Message received
*10-70	Fire alarm
10-71	Advise nature of fire
10-72	Report progress on fire
10-73	Smoke report
10-74	Negative
10-75	In contact with ____
10-76	En route ____
10-77	ETA (Est. time arrival)
*10-78	Need assistance
10-79	Notify coroner
10-80	Chase in progress
10-81	Breathalyzer report
10-82	Reserve lodging
10-83	Work school xing at ____
10-84	If meeting ____ advise ETA
10-85	Delayed due to ____
10-86	Officer/operator on duty
10-87	Pick up/distribute checks
10-88	Pick up paper work
10-89	Bomb threat
10-90	Bank alarm at ____
10-91	Pick up prisoner/subject
10-92	Improperly parked vehicle
10-93	Blockade
10-94	Drag racing
10-95	Prisoner/subject in custody
10-96	Mental subject ____
10-97	Warning count
10-98	Prison/jail break
10-99	Wanted/stolen indicated

PHONETIC ALPHABET

A--ADAM	E--EDWARD	I--IDA	M--MARY	Q--QUEEN	U--UNION	Y--YOUNG
B--BOY	F--FRANK	J--JOHN	N--NORA	R--ROBERT	V--VICTOR	Z--ZEBRA
C--CHARLES	G--GEORGE	K--KING	O--OCEAN	S--SAME	W--WILLIAM	
D--DAVID	H--HENRY	L--LINCOLN	P--PAUL	T--TOM	X--X-RAY	

SECTION III

EMERGENCY RESPONSE

EMERGENCY RESPONSE[1]

A. Upon receiving an alarm, the fire fighter will proceed to the fire station. If this response is by motor vehicle, which is not equipped with red light and siren, the fire fighter will obey all Wisconsin Statutes pertaining to motor vehicle operation.

B. Arriving at the fire station, the fire fighter will open station doors completely, drive fire vehicle[2] out of the station onto the apron and stop. The following check-out procedures should then be completed.

1. Turn on red lights.
   a. Make sure they are working.
2. Check siren to make sure it is operational.
3. Fasten seat belt.
4. Put on helmet.[3]
5. Make sure there is only one passenger and that the passenger has fastened the seat belt and is wearing a helmet.[4]
6. Radio that they are in service and proceed to the emergency scene per instructions from the dispatcher or officer in charge.

C. All responses to any emergency scene shall be done per instructions from the dispatcher or officer in charge as follows:

1. Code 1 - Response will be without red light or siren. All traffic regulations will be observed. Due regard for the safety of others shall be observed.[5]
2. Code 2 - Response will be with red light and siren. Speed will not exceed the posted speed limit. All red lights, stop signs, intersections, etc. will be approached at a speed in which the vehicle can be stopped should the intersection not be clear. Due regard for the safety of others shall be observed.
3. Code 3 - Response will be with red light and siren. Speed will not exceed more than 10 MPH over the posted speed limit. All red lights, stop signs, intersections will be approached at a slow enough speed so the vehicle can be stopped if necessary. Due regard for the safety of others shall be observed.

D. School busses shall never be passed when its red lights are flashing.

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[1]All drivers should be trained in defensive and emergency vehicle driving procedures and certified as able to drive by the training officer or the fire chief.

[2]Engine, tanker, brush buggy, utility truck, ladder truck, automobiles, etc.

[3]A crash helmet preferred. A fire helmet with a large brim is cumbersome.

[4]Custom cabs and crew cabs seating capacity subject to local jurisdiction.

[5]Intended for non-emergency response, vehicle transfer, etc.

[6]State Statute 346.48 Vehicles to stop for school busses loading or unloading children. (1) The operator of a vehicle which approaches from the front or rear any school bus which has stopped on a street or highway when the bus is equipped according to s. 347.25 (2) and when it is displaying flashing red warning lights shall stop the vehicle not less than 20 feet from the bus and shall remain stopped until the bus resumes motion or the operator extinguishes the flashing red warning lights. This subsection does not apply to operators of vehicles proceeding in the opposite direction on a divided highway.

E. Officers and fire fighters responding in motor vehicles with red lights and sirens shall respond the same as other equipment per instructions from the dispatcher or officer in charge.

F. Officer and fire fighters responding in motor vehicles without red lights and siren shall observe all Wisconsin Statutes.

G. Excerpts from Wisconsin Statutes as they pertain to fire service vehicles.

340.10 Words and phrases defined. In chs. 340 to 349, the following words and phrases have the designated meanings unless a different meaning is expressly provided or the context clearly indicated a different meaning.

(3) "Authorized Emergency Vehicle" means any of the following:

(c) Vehicles of a fire department or fire patrol;

(d) Privately owned motor vehicles being used by deputy state fire marshals or by personnel of a full-time or part-time fire department or by members of a volunteer fire department while enroute to a fire or on an emergency call pursuant to orders of their chief or other commanding officer.

346.02 Applicability of chapter.

(5) Applicability to public officers and employees. The provisions of Chapter 346 applicable to operators of vehicles apply also to operators of vehicles owned by or operated by or for any governmental agency, including the United States government, subject to the specific exceptions set forth in this section and s. 346.03.

346.03 Applicability of rules of the road to authorized emergency vehicles.

(1) The operator of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions stated in subs (2) to (5).

(2) The operator of an authorized emergency vehicle may:

(a) Stop, stand or park, irrespective of the provision of this chapter;

(b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;

(c) Exceed the speed limit;

(d) Disregard regulations governing direction of movement or turning in specified directions.

(3) The exemption granted the operator of an authorized emergency vehicle by sub. (2) (a) applies only when the operator of such vehicle is giving visual signal by means of at least one flashing, oscillating or rotating red light. The exemptions granted by sub. (2) (b), (c) and (d) apply only when the operator of the emergency vehicle is giving both such visual signal and also an audible signal by means of a siren or exhaust whistle, except as otherwise provided in sub. (4).

(4) For the purpose of obtaining evidence of a speed violation, the operator of a police vehicle may exceed the speed limit without giving audible and visual signal but otherwise shall comply with the requirements of sub. (3) relative to the giving of audible and visual signals.

(5) The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his reckless disregard for the safety of others.

346.19 What to do on approach of emergency vehicle.

(1) Upon the approach of any authorized emergency vehicle giving audible signal by siren the operator of a vehicle shall yield the right of way and shall immediately drive such a vehicle to a position as near as possible and parallel to the right curb or the right hand edge of the shoulder of the roadway, clear of any intersection and, unless otherwise directed by a traffic officer, shall stop and remain standing in such position until the authorized emergency vehicle has passed.

(2) This section does not relieve the operator of an authorized emergency vehicle from the duty to drive with due regard under the circumstances for the safety of all persons using the highway.

346.61 Applicability of sections relating to reckless and drunken driving.

In addition to being applicable upon highways, ss. 346.62 to 346.64 are applicable upon all premises held out to the public for use of their motor vehicles, whether such premises are publicly or privately owned and whether or not a fee is charged for the use thereof.

346.62 Reckless driving.

(1) It is unlawful for any person to endanger the safety of his own person or property or the safety of another's person or property by a high degree of negligence in the operation of a vehicle.

(2) It is unlawful for any person to cause injury to another person by a high degree or negligence in the operation of a vehicle.

346.90 Following emergency vehicle.

The operator of any vehicle other than one on official business shall not follow an authorized emergency vehicle responding to a call or alarm closer than 500 feet or drive into or park his vehicle within the block where the fire apparatus has stopped in response to an alarm.

346.91 Crossing fire hose.

No person without the consent of the fire department official in command shall drive a vehicle over any unprotected hose of a fire department when such is laid down on any street, private driveway or streetcar tract to be used at any fire or alarm of fire.

347.25 Special warning lamps on emergency vehicles, school busses and funeral vehicles.

(1) An authorized emergency vehicle may be equipped with one or more flashing, oscillating or rotating red lights and shall be so equipped when the operator thereof is exercising the privileges granted by s. 346.03. Such lights shall be so designed and mounted as to be plainly visible and understandable from a distance of 500 feet both during normal sunlight and during hours of darkness. No operator of an authorized emergency vehicle shall use such warning lights except when responding to an emergency call or when in pursuit of an actual or suspected violator of the law, when responding to but not upon returning from a fire alarm, or when necessarily parked on a highway in a position which is likely to be hazardous to traffic using the highway.

347.38 Horns and warning devices.

(4) An authorized emergency vehicle shall be equipped with a siren, but such siren shall not be used except when such vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law, in which events the driver of such vehicle shall sound the siren when reasonably necessary to warn pedestrians and other drivers.

SECTION IV

APPARATUS

ENGINE OPERATION

A. Upon arrival at the fire scene, radio or ask (if radioes are not available) the officer in charge for location to place the vehicle at the fire scene.

1. Location is to be easily accessible to the fire, yet not so close the engine would be destroyed should the building be lost.
2. If holding tanks are to be used, placement must be such as to allow easy access to the tank by the tankers, preferably two or more at one time.
3. Location of the engine should give consideration to other equipment which will respond to the scene.

B. Straight or forward lay

1. Lay supply from nearest hydrant.
2. Place engine just past fire scene.
3. Connect supply line to engine.
4. Lay attack lines from rear of engine.
5. Hose lays, hose carries, hose application refer to IFSTA Manuals 200-203.

C. Reverse lay

1. Pull needed hose, ladders, hand tools, smoke masks, lanterns, etc. at fire scene.
2. With divided hose bed, a supply for the second engine company can be laid with the supply line for skid load dropped at fire scene when engine proceeds to hydrant.
3. Hookup at the hydrant to be with soft sleeve or hydrant connection.
   a. This can be preconnected to a front suction inlet.
   b. Hard suction can be used but it is more difficult to hook up.
4. The above operation can use a swimming pool, lake, pond or other static source but hard suction must be used.

D. Response to the fire scene shall conform with the section on emergency vehicle response.

TANKER OPERATION

A. Upon arrival at the fire scene, radio or ask (if radioes are not available) the officer in charge for location to place vehicle at the fire scene. At no time should tankers leave the hard surface road without orders from the officer in charge. Waiting at a fire scene should be done in an area where the tanker can respond to another location if necessary.

B. Driver will always stay with his vehicle to:

1. Monitor radio.
2. Dump and return for water without delay.
3. To hand out and receive back such extra equipment that might be carried.

C. Tanker nursing

1. Place tanker so it can be hooked to engine with a slight "S" bend in hard suction line.

2. Driver and/or passenger will assist in hookup.
3. Driver and/or passenger will monitor water level and report level to motor pump operator.

D. Tanker shuttle (Dump and run)

1. Driver and/or passenger will prepare tanker to dump.
   a. Open rear door.
   b. Put extension in place.
2. Passenger, if available, will guide tanker back to holding tank.
3. Dump will be made as quickly as possible without overflowing holding tank.
4. When empty, driver will pull clear of holding tank so the next tanker can back in.
5. Driver and/or passenger will close dump valve and replace dump extension in rack.
6. Respond to water source as indicated by officer in charge.

E. Filling tankers

1. Hydrant fill
   a. A gate should be attached to the hydrant so the hydrant can be fully opened. In extreme cold conditions, the hydrant may have to be shut off or a small stream of water left running to prevent freeze up.
   b. Fill hose and one fire fighter should remain at the hydrant.
   c. Fill can be from the bottom of the tanker or from over the top, according to department policy.
2. Static source fill
   a. As many portable pumps, engines, brush buggys, etc. should be set up as needed to supply fireground.
   b. Portable pumps, engines, brush buggys, etc. should be pumping at idle speed when not filling tankers to cool pumps. The pumps should continuously pump once started.
   c. As many fire fighters should remain at the static source as needed to maintain a continuous supply of water.
   d. Fill can be from the bottom of the tanker or from over the top, according to department policy.

F. Improvised tankers*

1. Bulk milk taners.
2. Cement mixers.
3. Septic tank pumpers.
4. Farm water tankers.

*Arrangements to use improvised tankers should be made prior to their use.

G. Response to the fire scene shall conform with the section on emergency vehicle response. Improvised tankers must obey all Wisconsin Statutes.

TRUCK COMPANY OPERATION

A. Upon arrival, officer in charge shall be in radio contact with fireground command as to where apparatus is to be spotted.

B. When possible, the truck company should be spotted in front of the fire building in a safe and out-of-the-way of the working engine company, but close enough that ground ladders and tools can be easily reached.

C. All ground ladders should be carried and raised in accordance with IFSTA Manual 102 and 200. Also, tools and equipment should be used in accordance with Manual 200.

D. Ladder pipe operation (four man) driver duties as follows:

1. Put aerial up, set parking brake and put power takeoff pump in gear.
2. Assist fire fighter lay out hose in ladder and fasten ladder pipe while fire fighter is donning ladder belt, driver puts aerial in the proper operation position.

E. Officer duties

1. If apparatus is not set up with automatic outriggers (jacks), he will set the ones on his side, if they are not automatic.
2. Officer will see that they set themself right.
3. He will chock rear wheels and stand by the gate valve at the base of the turntable.
4. He will not open gate and send water up the ladder until the ladder pipe operator gives him the O.K.

F. Fire fighter on right side will be the ladder pipe operator. He will put the pipe on the ladder and help lay out hose in the ladder.

G. Fire fighter on left side will set the outriggers (jacks) on his side or, if they are automatic, he will make sure they set right. He will chock left rear wheels and then report to his officer.

H. All operations will be done with safety of men and apparatus in mind.

I. Aerial operation for rescue will be as above, A-H, under the command of the officer in charge. The rescue might also be made by use of ground ladder at the same time the aerial is being put in service.

BRUSH BUGGY OPERATION

A. Upon arrival at the fire scene, radio or ask (if radioes are not available) the officer in charge for instructions as to how to attack the fire.

B. Driver will always stay with his vehicle to:

1. Monitor radio.
2. Be conscious of wind change.
3. Watch for fire rekindling behind them.
4. Watch supply in booster tank and location of nearest tanker.
5. Be conscious of soil conditions:
   a. Hills.
   b. Sand.
   c. Mud.
   d. Swamps.

C. Passenger will operate nozzle.

1. If riding on outside of vehicle:
   a. Protective gear must be worn including eye protection.
   b. Safety belts or seat belts must be used.

2. If riding on the inside of vehicle:
   a. Protective gear must be worn including eye protection.
   b. Seat belts must be used.

D. Primary function will be to attack running brush and grass fires.

E. Secondary function will be:

1. Mini attack pumper.
2. Difficult to reach fires.
3. Pump from static source to fill tankers.

F. Response to the fire scene shall conform with section on emergency response.

UTILITY VEHICLE OPERATION

A. Upon arrival at the scene, radio or ask (if radioes are not available) the officer in charge for location to place vehicle at the scene. Location should be out-of-the-way, yet close enough for easy accessibility of the equipment carried.

B. If emergency is a structure fire, two fire fighters will put on full protective gear and smoke masks. This team will report to the officer in charge upon arrival.

C. Other equipment will be set up as determined by the officer in charge.

D. Driver will always stay with his vehicle to:

1. Monitor radio.
2. Keep track of outgoing and returning of equipment.
3. Perform such other functions as may be ordered by the officer in charge.

E. Response to the fire scene shall conform with section on emergency response.

SECTION V

FIRE SERVICE TRAINING

WISCONSIN FIRE SERVICE TRAINING PROGRAM

This program is authorized by Wisconsin Statute, s. 38.04(9), and administered by the Wisconsin Board of Vocational, Technical and Adult Education, Fire Service Training Section. The purpose of the program is to "promote safety to life and property through a fire service training program in fire safety and protection".

The Wisconsin Fire Service Training Program is offered at the postsecondary levels through the VTAE Technical Institutes and Colleges which offer a two-year associate degree in Fire Science. Other services provided include: recruit, advanced and specialized fire fighter training; courses for fire officers; industrial and institutional fire safety programs; occupational extension (OJT); and apprenticeship related technical educational opportunities.

The State Board also provides public fire safety education; fire service certification programs; technical and consultative service in the organization of fire departments; surveys of operations and training; development of career advancement and promotional examination procedures; assistance in the preparation of apparatus and equipment specifications; and conducts special, regional and statewide fire schools, seminars and conferences.

The program is available to all fire service units, paid or volunteer, maintained by public or private agencies, including industrial plants. A fire department is a success or failure depending on its training program; no other one factor has as much ultimate effect on the department's operation.

A training program made up of the following sections might be used:

TRAINING PROGRAM

Section I	Initial training of new members of the fire department.
Section II	In-service training for fire department personnel utilized to bring all members to a "level of fire fighting skill" as a company.
Section III	Specialized training--Motor Pump Operation, Fire Inspector, Public Safety Education Officer, EMT/Paramedic, etc.
Section IV	Training for officers covering the more technical problems encountered in fire prevention and fire fighting tactics.
Section V	Instruction training courses designed to qualify officers or other members of departments to become training officers.

The following programs and/or courses are currently available or are being developed for the State Fire Training Program.

Arson Detection*
Aircraft Crash-Rescue
Building Construction for the Fire Service
Central Emergency Medical Dispatching
Chemistry of Hazardous Materials
Crash Injury Management
Driver Education
Emergency Vehicle Driver Training
Emergency Medical Technician-Basic
Emergency Medical Technician-Advanced
Extrication from Vehicles
Fire Apparatus and Operation
Fire Alarm and Communications System
Fire Behavior
Fire Science Degree Programs
Fire Fighting Strategy & Tactics I & II
Fire Protection Organization
Fire Stream Practices
Fire Investigation*
Fire Prevention and Inspection**
Forcible Entry Practices
Fire Officer I & II
Fire Instructor I & II
Hose Practices
Introduction to Industrial Safety
Industrial Fire Safety II
Institutional Fire Safety
Ladder Practices
Protective Breathing Apparatus Practices
Public Education Series - Life Safety/ Smoke Detectors

Fire Service Certification Series
Fire Fighter I, II, III
First Aid
Fire Fighter Safety
Fire Detection and Protection, Systems and Equipment
Records and Reports
Salvage and Overhaul Practices
Tools and Appliances
Ventilation Practices
Water Supplies

The courses indicated in the following manner are conducted in cooperation with the agencies shown: *Arson Bureau, Department of Justice; **Fire Prevention Section, Department of Industry, Labor and Human Relations

FIRE DEPARTMENTS NEED:

Members who are public-spirited team workers willing to make the PERSONAL SACRIFICES NECESSARY by attending schools, conferences, drills and meetings to insure the life safety and fire protection of their community.

THE UNTRAINED INDIVIDUAL IS A LIFE HAZARD TO HIMSELF, HIS FELLOW FIRE FIGHTERS AND THE CITIZENS HE IS TO PROTECT!!

SECTION VI

STANDARD OPERATING PROCEDURES - DISASTER RESPONSE

FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES SUGGESTED OPERATING PROCEDURES
Air, Rail, Highway, Industrial Accidents/Disasters

CAUTION: ALL PERSONNEL MUST BE EQUIPPED WITH COMPLETE PROTECTIVE CLOTHING INCLUDING SELF-CONTAINED BREATHING APPARATUS WHERE NECESSARY

I. Operations

A. Upon receipt of a request for assistance, the following equipment should be dispatched.

1. Fire department units.
   a. Engine company (with a minimum of four fire fighters), utilizing engine with largest self-contained water supply (booster tank capacity), from department closest to scene of emergency.
   b. Upon arrival position apparatus in such a manner as not to obstruct traffic or operations.
   c. Lay out two 1½-inch hose lines of sufficient length to cover the area of the emergency. Use preconnected lines, or if not available, take sufficient hose from the hose bed and connect to pumper discharge gates. DO NOT USE BOOSTER LINES.
   d. Charge lines using booster tank water supply and maintain.
   e. Water supply.
      1) If in hydrant area, immediately lay supply lines as per department standard operating procedures.
      2) If in non-hydrant area, tanker crew will set up and fill portable tank, assist engine operator in connecting hard suction sleeve in service and begin water relay operation.
      3) Consideration should be given to the possibility of drafting water from a static source near the site and using a second engine, relaying water to the emergency scene.
      REMEMBER, engine and tank company crews MUST maintain fire suppression capability until the emergency is over.
2. Emergency medical services unit.
   a. Provide assessment of victims, establish and maintain life support operations.
   b. Extricate victims. (Utilize available qualified fire and police services personnel where necessary.)
   c. Continue life support operations, advising control center of name, condition and destination of patients and transport.
3. Rescue squads--light or heavy duty units.
   a. Provide tools, equipment and manpower to assist emergency medical services units in victim extrication.
   b. Provide basic life support at the request and under the direction of EMS officer in charge.
   c. Perform such other rescue operations as may be necessary.
   d. Provide illumination for area of operations
   e. After emergency has ended, assist fire suppression crews in returning area of incident to a reasonably safe condition.
      1) Removal or containment of hazardous materials.
      2) Removal of debris from roadways.

   CAUTION: Use extreme care when operating rescue equipment and tools (air, electric or fuel powered) in areas where flammable liquids or gases are present.

II. Command Center

A. Established to provide effective and efficient operations and unified control during the emergency.

B. It is recommended that a flashing or rotating blue light be used to indicate the location of the control center.

C. The center should be staffed with at least one person having the responsibilities indicated.

1. Officer in charge (total operation).
2. Coordinating physician, and/or health professionals, i.e. registered nurses, paraprofessionals such as paramedics, emergency medical technicians and certified basic life support personnel.
3. Public Information Officer.*
4. Police services representative.
5. Representative of the clergy.
6. Logistics (supply) officer.
7. Such additional personnel as may be necessary to assist the center staff.**

D. The Command Center should provide direction and control of operations and services during the emergency.

To effectively accomplish this task, EVERY PERSON OR EMERGENCY UNIT responding to the emergency, MUST REPORT to the Command Center for assignment. The following list of general suggestions for Command Center operations is being furnished to assist in developing this operation.

1. Coordination of rescue/extrication/fire suppression activities.
2. Coordination of professional/paraprofessional medical personnel in the evaluation, treatment and transport of victims.
3. Coordinate radio traffic, provide information to the news media and families of victims through the Public Information Officer.
4. Coordinate security, traffic and crowd control with the police services representative at the center.
5. Provide assistance and support to both the victims and their relatives utilizing the services of the clergy at the center.
6. Provide logistical support.
   a. Needed specialized apparatus, equipment and/or extinguishing agents.
   b. Additional medical supplies and equipment.
   c. Necessary materials to maintain records and reports.
   d. Fuel for vehicles and power tools.
   e. Food/drinking water/ shelter as required.
   f. Service vehicles, trucks, graders, bulldozers, etc.
7. Such additional personnel as may be necessary to assist the Command Center staff.**

*IT IS IMPERATIVE that the Public Information Officer is the ONLY person at the emergency permitted to provide information to the news media or others. ALL requests of this nature should be referred to him/her.

**Additional staff could be aides for the center command officer, clerical assistants for the gathering of information on casualty records or local funeral directors and their staff for the removal and care of bodies and, where necessary, establishment of temporary morgues or such other activities as the control center officer may deem necessary.

SECTION VII

AIRCRAFT FIRE FIGHTING

AIRCRAFT FIRE FIGHTING

No person can be expected to be knowledgeable about a subject without training, and the degree of a person's knowledge is directly related to the quality, frequency, and thoroughness of his exposure to a subject, combined with his desire to learn. It is only through a continuous, well-planned training program that fire fighters at all levels can achieve the academic knowledge and practical proficiency encompassed by the fire protection career field. The training program must be organized, supervised, and conducted by individuals who are qualified in this profession.

Joint planning between the airport emergency crews and the surrounding local fire departments that would normally respond to the airport on mutual aid calls is imperative. Specific assignments should be reviewed and rehearsed frequently. Airport familiarization is one important aspect of prefire planning. Knowing the location of the runways, taxiways, apron areas, hydrants, and the accessibility of airport areas is essential for mutual aid participants.

Local fire departments should be included in aircraft rescue fire fighting training activities conducted at the airport by participating in drills, tests, and aircraft familiarization programs.

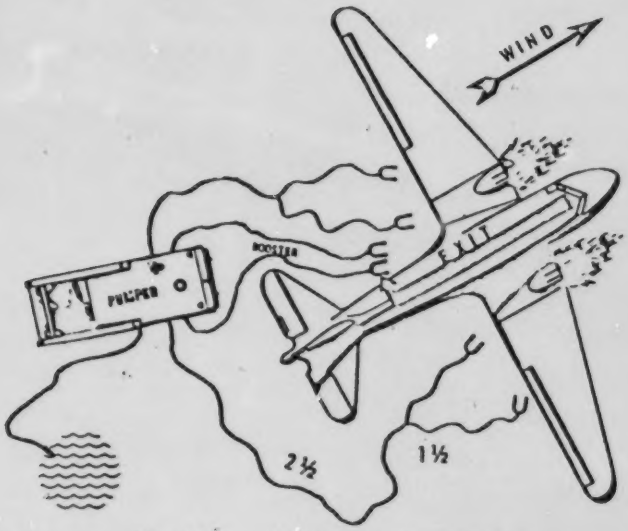
Fire extinguishment at an aircraft fire is not the primary objective, it is only incidental to rescue. The fire officer in charge of an operation should plan all actions with this principle in mind. Fire fighting solely for extinguishment will be the last action taken on the fire incident.

The objectives at all times must be to move the fire away from accommodation spaces and the area in which rescue or evacuation operations are in progress. If fire is in the engine nacelles or wings only, a stop should be attempted at the wing root. If fuel is leaking from the tanks and spreading on the ground, the objective should be to keep this entire area free of fire long enough for the rescue to be accomplished. With a wind blowing, it may be possible to keep one side of the aircraft relatively free of smoke and heat, and fire fighting efforts should be concentrated on maintaining this condition so that occupants may be brought out of the aircraft into a bearable atmosphere. Control is, therefore, more important than extinguishment.

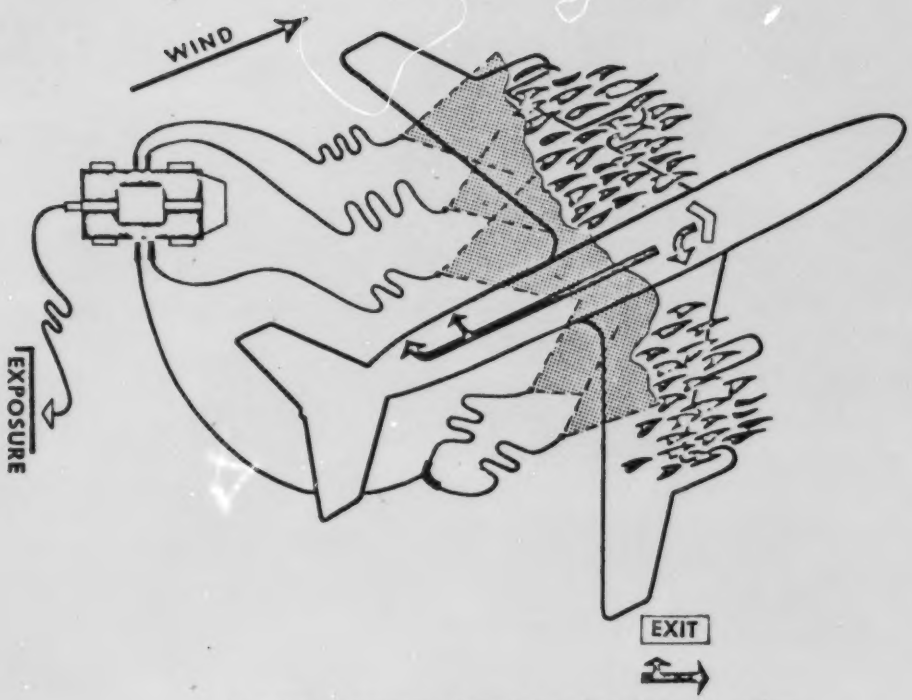
A group of 1½ or 2½-inch lines with fog nozzles has proven to be a good operating procedure. With the fog nozzle's patterns interlocking each other, a solid mass of water fog can be advanced to the aircraft. By keeping lines about 12 to 24 inches off the ground, the hosemen can avoid stirring up puddles of fuel which would increase the rate of vaporization. Fire fighters should be on the inside of their lines so that they will receive the maximum protection from their fog pattern. When advancing, the end linemen stay at the edge of the fire, while the inside lines are advanced into the hole opened up by the solid mass of water fog. This procedure will open a path large enough for rescue to be made from either the tail or nose sections, depending which way the advancement was made.

Hand lines using high pressure (600-800 pounds per square inch) water fog can also be used in pairs. It must be remembered, however, that these lines discharge only approximately 30 gallons per minute and the heat of fires of this type is normally too high for these lines to operate satisfactorily by themselves. It is good practice to use 1½-inch or 2½-inch lines to standard pressure to flank these high pressure lines for protection of personnel.

NOTE: Fire departments that have equipped themselves with either 60 or 95 gpm in-line or by-pass foam eductors should make sure that the nozzles and foam eductors have the same rated gpm.



Using conventional apparatus



Suggested placement of apparatus using 1½-inch hose lines.

SECTION VIII

MUTUAL AID

MUTUAL AID

A. Mutual aid is a means of receiving more equipment, more manpower or special equipment in time of emergency.

B. This is by no means a way to keep your community from buying emergency vehicles.

C. A Mutual Aid Contract should be drawn up by the fire department involved, signed by the fire chief and also by two governing bodies of the area involved.

D. Departments responding to a mutual aid call shall report to the officer in charge who requested the service.

E. Response to the mutual aid call shall conform with the section on emergency rescue.

S.O.P.

Mutual Aid

1. First department arriving at the scene of a fire will set up a command post for incoming departments.

2. This command post will be visible to incoming departments as a blue flashing light. All incoming departments will make their call for the blue light and report to this command post to receive their orders.

3. When responding to mutual aid calls, all men will stay with their rigs until the officer in command contacts the department in charge and has an assignment for his company.

4. When assignments are complete, the men will return to their officers in charge or the command post.

5. Orders will be taken from officers of your own department and no other department unless you have been assigned to that officer.
Men will stay at positions assigned until reassigned with only two exceptions, as follows:

   A. An unforseen danger arises in that position.

   B. It is necessary to make a rescue that suddenly arises

6. There will be at least two men assigned to another department to work as a team.

7. No men will work with men from other departments as a fire-fighting partner.

8. All communications will be by truck communication number only.

SH/hg
6/2/78

SECTION IX

NATIONAL REPORTING SYSTEM

Fire Department

902F 6/77
LAYOUT 2

Fill In This Report
In Your Own Words

(ANY STATE) INCIDENT REPORT

1 ☐ Delete
2 ☐ Change

COMPLETE ON ALL INCIDENTS

A 1 FDID | Incident No. | Exp. No. | Mo. | Day | Year | Day of the Week | Alarm Time | Time—"In Service"

B CORRECT ADDRESS | No. | Dir. | Name | Type | Zip Code | Census Tract

C Occupant Name | Telephone | Room or Apt.

D Owner Name | Address | Telephone

E Method of Alarm from Public | Type of Situation Found

F Type of Action Taken | Co. Inspection District | Shift | No. Alarms | Mutual Aid 1 ☐ Rec'd 2 ☐ Given

G No. Fire Service Personnel Used at Scene | No. Engines Used at Scene | No. Aerial Apparatus Used as Scene | No. Other Vehicles Used as Scene

COMPLETE IF CASUALTY OR FIRE

H 2 No. Incident-related injuries[A] Fire Service | Others | No. Incident-related Fatalities[A] Fire Service | Others | Complex

I Fixed Property Use | Mobile Property Type[AA]

ALL IGNITIONS

J Area of Fire Origin | Level of Fire Origin | Termination Stage

K Equipment Involved in Ignition (if any)[AA] | Form of Heat of Ignition

L Type of Material Ignited | Form of Material Ignited | Ignition Factor

COMPLETE IF FIRE

FOR STRUCTURE FIRE ONLY

M Structure Type | Construction Type | Construction Method

N Extent of Flame Damage | Extent of Smoke Damage | Extent of Water Damage

O Extent of Fire Control Damage | Detector Performance | Sprinkler Performance

P IF FLAME SPREAD BEYOND ROOM OF ORIGIN — Type of Material Generating Most Flame | Avenue of Flame Travel

Q IF SMOKE SPREAD BEYOND ROOM OF ORIGIN — Type of Material Generating Most Smoke | Avenue of Smoke Travel

ALL FIRES INCIDENTS

R Method of Extinguishment

S Estimated Total Dollar Loss | Property Damage Classification | Time from Alarm to Agent Application

COMPLETE ON ALL INCIDENTS

T Officer in Charge (Name, Position, Assignment) | Date

Member Making Report (If Different from Above) | Date

[A] List name, age, sex, and description of injury for each casualty on form 902G

[AA] Complete Below

☐ Check box if remarks are made on reverse side.

U 3 If Mobile Property | Year | Make | Model | Serial No. | License No. (If any)

V 4 If Equipment Involved In Ignition | Year | Make | Model | Serial No. | Voltage (If any)

Fill In This Report In Your Own Words

_____ Fire Department

(ANY STATE) CASUALTY REPORT

902G 6/77
LAYOUT 2

Page ____ of ____

A | 5 | FDID | Incident No. | Exp. No. | Mo. | Day | Year | Day of Week | Alarm Time

CASUALTY 1

Casualty Number | 1 ☐ Delete 2 ☐ Change

GA | Casualty Last Name | First Name | MI | D.O.B. | Age | Time of Injury

GB | Home Address | Telephone

GC

SEX	CASUALTY TYPE	SEVERITY	AFFILIATION
1 ☐ Male	1 ☐ Fire Casualty	1 ☐ Injury	1 ☐ Fire Service
2 ☐ Female	2 ☐ Action Casualty	2 ☐ Death	2 ☐ Other Emergency Personnel
	3 ☐ EMS Casualty		3 ☐ Civilian

GD | Familiarity With Structure | Location of Ignition | Condition Before Injury

GE | Condition Preventing Escape | Activity at Time of Injury | Cause of Injury

GF | Nature of Injury | Part of Body Injured | Disposition

☐ See Remarks on Back ☐ See Additional Report

CASUALTY 2

Casualty Number | 1 ☐ Delete 2 ☐ Change

GA | Casualty Last Name | First Name | MI | D.O.B. | Age | Time of Injury

GB | Home Address | Telephone

GC

SEX	CASUALTY TYPE	SEVERITY	AFFILIATION
1 ☐ Male	1 ☐ Fire Casualty	1 ☐ Injury	1 ☐ Fire Service
2 ☐ Female	2 ☐ Action Casualty	2 ☐ Death	2 ☐ Other Emergency Personnel
	3 ☐ EMS Casualty		3 ☐ Civilian

GD | Familiarity With Structure | Location of Ignition | Condition Before Injury

GE | Condition Preventing Escape | Activity at Time of Injury | Cause of Injury

GF | Nature of Injury | Part of Body Injured | Disposition

☐ See Remarks on Back ☐ See Additional Report

CASUALTY 3

Casualty Number | 1 ☐ Delete 2 ☐ Change

GA | Casualty Last Name | First Name | MI | D.O.B. | Age | Time of Injury

GB | Home Address | Telephone

GC

SEX	CASUALTY TYPE	SEVERITY	AFFILIATION
1 ☐ Male	1 ☐ Fire Casualty	1 ☐ Injury	1 ☐ Fire Service
2 ☐ Female	2 ☐ Action Casualty	2 ☐ Death	2 ☐ Other Emergency Personnel
	3 ☐ EMS Casualty		3 ☐ Civilian

GD | Familiarity With Structure | Location of Ignition | Condition Before Injury

GE | Condition Preventing Escape | Activity at Time of Injury | Cause of Injury

GF | Nature of Injury | Part of Body Injured | Disposition

☐ See Remarks on Back ☐ See Additional Report

T | Officer In Charge (Name, Position, Assignment) | Date

Member Making Report (If Different From Above) | Date

SECTION X

EXAMPLE MUTUAL AID AGREEMENTS

MUTUAL AID AGREEMENT

This agreement made this ___ day of _____ by and between Township Fire Department, Inc., a Wisconsin Non-Stock Corporation of Eau Claire County, Wisconsin and _____ of _____ _____ County, Wisconsin.

WHEREAS, Township Fire Department, Inc., is the owner of certain fire trucks, fire apparatus and fire fighting equipment and has the support of certain volunteer fire fighters who respond to calls, and

WHEREAS, _____ is the owner of certain fire fighting equipment and has the support or control of certain fire fighting personnel who respond to calls, and

WHEREAS, Township Fire Department, Inc., and _____ _____ are desirous of providing more adequate protection within their respective territories in the event of fire or other emergencies through the mutual resources of the parties and for the respective mutual benefit of the people and property served by each party.

NOW THEREFORE, in consideration of the respective mutual covenants and promises herein, the parties agree as follows:

1. DEFINITIONS: As used herein:
   (a) "Requesting party" shall mean that party requesting aid, and
   (b) "Responding party" shall mean that party affording or responding to a call for aid.

2. AUTHORITY TO REQUEST AID: The parties authorize their respective fire chiefs or in his absence the senior officer or other member in charge to request and afford mutual aid from and to the other party upon request.

3. LIABILITY:
   (a) The requesting party shall be liable for the acts of a fire fighter occurring within the requesting parties' territory and while performing duty within the scope of his authority.
   (b) The responding party shall be liable for the acts of a fire fighter occurring en route to or returning from a call through territory other than that of the requesting party and while performing duty within the scope of his authority.
   (c) Neither party shall be liable to the other for damages to or loss of equipment, injury to personnel or payment of compensation arising out of assistance afforded under the terms of this agreement, EXCEPT where a party its agents, servants or employees has been grossly negligent.

4. FAILURE TO REACH THE PLACE OF FIRE OR EMERGENCY: There shall be no liability for failure to reach the place of fire or other emergency after a call is made where road or other conditions, events beyond the control of the responding party, or fire fighting or emergency needs or potential needs exist within the territory of the responding party impair or prevent a timely response.

5. FIRE FIGHTING OPERATIONS - ON SCENE DUTIES:
   (a) The requesting party's chief or, in his absence, the senior officer or other requesting party member in charge shall assume command of fire fighting operations.
   (b) The responding party's chief, or in his absence, the senior officer or other responding party member in charge shall supervise its personnel, apparatus, equipment and material in mutual cooperation and consistent with the spirit of this agreement and the overall fire fighting operation prosecuted by the requesting party.

6. LOST OR FORGOTTEN EQUIPMENT: Each party shall exercise due diligence in returning lost or forgotten equipment and material to its rightful owner.

7. EXPENSES: The requesting party shall be liable for welfare items for fire fighters to the extent supplies are available at the time of the request and further shall be liable for lubrication oil, motor fuel and foam actually, reasonably necessarily supplied by the responding party.

8. INSURANCE: Each party agrees and represents that it has insurance and will continue to insure -
   (a) its trucks, apparatus and equipment against claims for personal injury or property damage under a policy of general public liability insurance with limits of at least of _____/_____ for bodily injury and _____ for property damages, and
   (b) provide worker's compensation insurance for all of its fire fighters and personnel in accordance with Chapter 102 Wisconsin Statutes.

9. PAYMENT: The requesting party agrees to pay the responding party and its fire fighters in accordance with the schedule marked Exhibit A and is attached hereto and incorporated by reference herein.

10. TERM OF THIS AGREEMENT & RENEWAL: The term of this agreement shall be for one year from the date which it bears and it shall be renewed automatically for a like and successive term of one year unless either party notifies the other in writing at least thirty days prior to the expiration of the annual term of its intention to terminate the agreement.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be signed by its proper corporate officers and its corporated seal hereto affixed all the date set forth herein.

TOWNSHIP FIRE DEPARTMENT, INC (SEAL)

BY: _____
President

BY: _____
Secretary

_____(SEAL)

BY: _____
President

BY: _____
Secretary

MUTUAL AID FIRE PROTECTION AGREEMENT

THIS AGREEMENT, made this _____ day of June, 1977, by and between:

(1) Village of De Soto Fire Department;
(2) City of Viroqua Fire Department;
(3) Township of Viroqua Fire Department;
(4) Township of Jefferson Fire Department;
(5) Township of Franklin Fire Department;
(6) Village of Viola Fire Department;
(7) Village of Stoddard Fire Department;
(8) Stoddard - Bergen Fire Department;
(9) Readstown - Township of Kickapoo Fire Department;
(10) Village of Ontario Fire Department;
(11) Monroe - Vernon Fire Department;
(12) City of Hillsboro Fire Department;
(13) Village of La Farge Fire Department;
(14) La Farge Rural Fire Department;
(15) Village of Genoa Fire Department;
(16) Township of Genoa Fire Department;
(17) Township of Harmony Fire Department;
(18) Township of Wheatland Fire Department;
(19) Village of Cashton Fire Department;
(20) Cashton Rural Fire Department;
(21) Village of Coon Valley Fire Department;
(22) Coon Creek Fire Association;
(23) City of Westby Fire Department;
(24) Township of Christiana Fire Department;

WITNESSETH: The above parties recognize that major fires occurring in their respective jurisdiction may require the use of equipment and men beyond their own capabilities to supply and further recognize that it is in the mutual best interest of the said parties to enter an agreement whereby each of the parties hereto will support, assist and aid the other in the event of such major fires;

NOW THEREFORE, IT IS HEREBY AGREED by the parties hereto that upon request of the chief or officer in charge of the fire department of any municipality a party hereto in the event of a major fire made to the Chief or officer in charge of the fire department of any other municipality a party hereto the requested fire department will send trucks and/or equipment and/or men to assist in the control of such major fire. Such trucks and/or equipment and/or men will be furnished to the requesting fire department at no cost.

The chief or officer in charge of the fire department of the requested municipality shall decide what trucks and/or equipment and/or men will be furnished to the fire department of the requesting municipality. The decision of said chief or officer in charge shall be final in this regard.

The fire department of the municipality furnishing such men and/or trucks and/or equipment shall keep and maintain necessary workmen's compensation insurance on the men so furnished. Each municipality and fire department a party hereto shall be liable for any damages arising from its negligence and shall hold harmless from such damages each and every other party hereto.

In the event of a fire in the municipality which has sent trucks and/or equipment and/or men pursuant to this Agreement, such trucks and/or equipment and/or men shall be immediately returned to the furnishing municipality upon the request of its own chief or officer in charge.

Any party hereto may withdraw from this Agreement upon not less than thirty (30) days advance written notice to each and every other party hereto. After such withdrawal, the withdrawing party shall have no further obligation or responsibility under this contract.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed the date first above written.

VILLAGE OF DE SOTO FIRE DEPARTMENT, by:

_____
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CITY OF VIROQUA FIRE DEPARTMENT, by:

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TOWNSHIP OF VIROQUA FIRE DEPARTMENT, by:

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TOWNSHIP OF JEFFERSON FIRE DEPARTMENT, by:

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TOWNSHIP OF FRANKLIN FIRE DEPARTMENT, by:

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VILLAGE OF VIOLA FIRE DEPARTMENT, by:

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VILLAGE OF STODDARD FIRE DEPARTMENT, by:

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STODDARD - BERGEN FIRE DEPARTMENT, by:

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(Title)

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READSTOWN - TOWNSHIP OF KICKAPOO FIRE DEPARTMENT, by:

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VILLAGE OF ONTARIO FIRE DEPARTMENT, by:

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MONROE - VERNON FIRE DEPARTMENT, by:

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CITY OF HILLSBORO FIRE DEPARTMENT, by:

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VILLAGE OF LA FARGE FIRE DEPARTMENT, by:

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LA FARGE RURAL FIRE DEPARTMENT, by:

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VILLAGE OF GENOA FIRE DEPARTMENT, by:

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TOWNSHIP OF GENOA FIRE DEPARTMENT, by:

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TOWNSHIP OF HARMONY FIRE DEPARTMENT, by:

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TOWNSHIP OF WHEATLAND FIRE DEPARTMENT, by:

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(Title)

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(Title)

VILLAGE OF CASHTON FIRE DEPARTMENT, by:

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(Title)

CASHTON RURAL FIRE DEPARTMENT, by:

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(Title)

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(Title)

VILLAGE OF COON VALLEY FIRE DEPARTMENT, by:

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(Title)

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(Title)

COON CREEK FIRE ASSOCIATION, by:

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(Title)

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(Title)

CITY OF WESTBY FIRE DEPARTMENT, by:

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(Title)

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(Title)

TOWNSHIP OF CHRISTIANA FIRE DEPARTMENT, by:

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(Title)

_____
(Title)

SECTION XIV

114.00 Standard Operating Procedure

114.01 All officers and men will respond to the emergency in full turn-out gear. The officer in charge shall order them off the fireground or emergency area for noncompliance to this section.

114.02 All fire fighters will remain on the apparatus they responded with until given an order to do so by their officer.

114.03 No one will respond to the emergency in their personal car without fire chief authorization.

114.04 All department personnel shall respond to the station upon receipt of an alarm, unless specifically authorized by the chief.

114.05 Investigations (see section 114.51 & 114.52 for definition) shall be handled by duty officer along with a maximum of two fire fighters. On weekends, these fire fighers are to be selected from the on-duty list.

114.11 Hydrant Areas - Structural Fires

114.12 All structural fires or reports of smoke in structures, first unit to respond to be 723 with not less than four (4) fire fighters, including the driver. First fire fighter in the jump seat is to attach the air pak and be in readiness and the second fire fighter in jump seat to drop hose at hydrant and make connection, if required, return to unit and attach mask and assist first fire fighter. First fire fighter with mask to remove preconnect line and proceed to building. If hydrant is not used, second fire fighter to attach air pak and assist first fire fighter with preconnect line. Officer in cab is to direct all operations until a superior officer arrives.

114.13 Next unit to leave station is to be 724 with no less than four (4) fire fighters, including the driver. Orders to be received from officer at scene and if none received to contact officer in charge, at scene, with remaining fire fighters to stay with unit.

114.14 Next unit to be 725 with no less than two (2) fire fighters, including the driver. Riders to attach air paks and contact officer in charge for orders.

114.15 Next unit to be 722 with no less than two (2) fire fighters, including the driver. Unit to lay hose from 723 to hydrant, unless ordered by officer in charge to stand by at pumper unit.

114.16 Next unit to be 721 with no less than two (2) fire fighters, including the driver. Unit to lay two (2) hose lines from hydrant to 724 and supply line off own unit and supply 724.

114.17 Unit 726 and 727 are to remain at station and only respond if requested by officer in charge.

114.21 Non-Hydrant Areas - Structural Fires

MUTUAL AID PACT

WHEREAS the various municipal governments of the County of Dane, State of Wisconsin, are desirous of providing more adequate protection for fires and other emergencies for the County of Dane, and,

WHEREAS this objective can be attained with the adoption of a Mutual Aid Pact for Dane County, now:

THEREFORE, the following Mutual Aid Pact is adopted with the following conditions and provisions:

1. WHO IS ELIGIBLE: Any organized fire department, or fire district in Dane County, Wisconsin, who can participate in any form of aid.

2. OPERATION: Each member municipality, or fire district hereby authorizes their fire chief and in his absence the senior officer or other member in charge to request and afford mutual aid from and to other pact members when properly requested.

Rules and regulations for the technical operation of this pact shall be as follows and shall be adhered to by member fire departments under the direction of their fire chiefs. Provided that nothing so written in the rules and regulations shall in any way vary or modify the terms of this pact and provided further that nothing contained in the rules and regulations shall in any way require a pact member to at any time materially impair the service necessary for the protection of their individual municipalities or districts.

The municipality or fire fighting district requesting mutual aid shall be legally responsible for the acts of the firemen responding officially to a request for mutual aid while they are performing duty in the aided community.

"Performing duty" shall include any movement of any equipment or use of material within the boundaries of the aided community.

Responding or aiding fire departments shall be responsible for the acts of their members enroute to or returning from the emergency in all other localities or places, other than within the boundaries of the aided community.

No signatory shall be held liable to another signatory for damages, loss of equipment, injury to personnel, or payment of compensation arising as a result of assistance rendered under the terms of this agreement; provided that if the equipment or property of a signatory is damaged or destroyed by the gross negligence of another signatory, its agents or employees, then the signatory responsible for such injury shall be responsible in damages therefore, and the terms of the settlement shall be decided by authorized representatives of the signatory parties. Provided that, a requestor shall assume responsibility for expenses providing lubrication oil, motor fuel, and welfare items for fire fighters to the extent of supplies available at the time of the request, incurred by the requestee in connection with the rendering of emergency assistance. Provided further, that all parties shall exercise due diligence in returning lost or forgotten equipment or material to the rightful owner.

If a member of a fire department is killed or injured while officially responding to or, returning from or, acting at the emergency under this mutual aid agreement, the department of which he is a member shall grant him the same compensation and insurance benefits that it would if the emergency were in his own community.

The chief of the fire department, or his authorized assistant that made the request for aid shall assume full charge of the operations, however, the apparatus, personnel and equipment and material of any department rendering assistance shall be under the immediate supervision of and shall be the immediate responsibility of the officer in command of the fire department rendering assistance.

Each member fire department shall file with the Dane County Chief of Fire Rescue Service, a card or form with the following information to be forwarded to the fire dispatcher for the County.

1. Fire department phone number.
2. Names of chiefs or others in charge.
3. Business numbers of departments, if any. On the back side shall be listed any or all of the equipment available for mutual aid.
4. A copy of the department personnel roster.

The card file and personnel roster shall be brought up-to-date by the end of the first quarter of each succeeding year by the Dane County Chief of Fire Rescue Service.

The fire chiefs of the various signatories are hereby authorized to further enact details of this pact for efficient day-to-day operation.

This pact shall supersede all other pacts entered into between the signatories to this pact.

EFFECTIVE DATE: This pact will become effective as to each member municipality or district upon the deposition with the town, village, or city clerk and the Dane County Chief of Fire Rescue Service, a certified copy of this agreement.

TERM OF AGREEMENT: This agreement shall remain in force and effective until cancelled by the filing with the town, village or city clerk and Dane County Chief of Fire Rescue Service of a cancellation notice signed by the mayor or town chairman, president and clerk. When notified of such cancellation, the Dane County Fire Dispatcher shall then withdraw from his file system the associated card file and personnel roster of such department. Cancellation shall become effective 30 days after such filing.

BE IT RESOLVED by the _____, County of Dane, State of Wisconsin:

1. That this Mutual Aid Pact is hereby approved and the rights and duties therefore are hereby assumed and accepted, subject to the terms and conditions hereinbefore set forth.
2. The fire chief is hereby authorized and directed to do and perform the necessary acts to fulfill the obligations of this agreement.

BE IT FURTHER RESOLVED that a certified and signed copy of this agreement shall be furnished to the Dane County Chief of Fire Rescue Service and a copy filed in the clerk's office.

Adopted this _____, 19____

For the

_____ _____

Attest

_____

President or

_____

Clerk

SECTION XI

EXAMPLE STANDARD OPERATING PROCEDURE

114.22 All structural fires or reports of smoke in structures, first unit to respond to be 721 with no less than four (4) fire fighters, including the driver. Both fire fighters in the jump seat to attach air pak and at the scene to remove preconnect line and proceed to fire. Officer in cab is to direct all operations until a superior officer arrives.

114.23 Next unit to leave station is to be 726 with no less than two (2) fire fighters, including the driver. On arrival at scene, folding tank is to be placed and filled at the location as ordered by driver of 721 and assist in connecting suction line. Two (2) fire fighters, including driver, are to be with unit when refilling.

114.24 Next unit to respond to be 724 with not less than four (4) fire fighters, including the driver. Unit to contact officer in charge for assignment.

114.25 Next unit to respond to be 725 with not less than two (2) fire fighters, including the driver. Riders in unit attach air paks and at scene to contact officer in charge for assignment.

114.26 In the event the structure is large and fully involved or protection of adjacent exposures is needed, the officer in charge may request unit 723 with not less than two (2) fire fighters, including the driver, is to proceed to the fire and contact officer in charge for assignment.

114.31 Automobile and Truck Fires and Accidents

114.32 First unit to respond is to be 721 with not less than four (4) fire fighters, including the driver.

114.33 Next unit to respond is 726 with no less than two (2) fire fighters, including the driver.

114.34 Next unit to respond is 725 with no less than two (2) fire fighters, including the driver.

114.41 Grass Fires

114.42 First unit to respond is to be be 727 with no less than two (2) fire fighters, including the driver.

114.43 Next unit to respond is to be 725 with no less than two (2) fire fighters, including the driver.

114.44 Next unit to respond is to be 726 with no less than two (2) fire fighters, including the driver. In the event it is known that it is a small fire, (determined from the "Arrival Report" of 727) 726 is to return to or remain at the station.

114.51 Investigations

114.52 If a call is received for an investigation or to shut off an alarm with no fire involved and a fire unit is used, at no time is a unit to leave the station with less than two (2) fire fighters, including the driver. This includes any type of call. This could have serious reprecussion on insurance coverage.

114.61 Mutual Aid Calls

114.62 In responding to a mutual aid call, respond only with equipment requested by calling fire department. In the event calling fire department has no specific orders, to then respond as follows:

Rural Structure Fire - Unit 721 and 726
Rural Grass Fire - Unit 727 and 726
Hydrant Area Structure Fire - Unit 723, 724 and 725
Manpower Only - Unit 725

114.63 Units to respond with same number of fire fighters as per local standard operating procedure.

SECTION XII

EXAMPLE RULES AND REGULATIONS

FITCHBURG FIRE DEPARTMENT

Rules and Regulations for the administration of the Fitchburg Fire Department were developed Pursuant to Section 2 (1) of Ordinance No. 71-25 of the Town Ordinances of the Town of Fitchburg, Dane County, Wisconsin. The following Rules and Regulations are hereby set forth to govern the Fitchburg Fire Department.

100.00 Introduction

100.01 This manual is for the guidance and information of fire department personnel. Its purpose is to give department members complete information regarding the rules, regulations, standard operating procedures, assignments and general knowledge for proper conduct and behavior as a member of the Fitchburg Fire Department.

100.02 In service to the public, the department member must remember that his first duty to the citizens of the Town of Fitchburg is the protection of life and property, and that he is doing something for someone, whether it be rescue, protection of property, or special services.

100.03 In order to perform their duties properly, it is essential that the members of the fire department, familiarize themselves thoroughly with all the rules, regulations, assignments, and standard operating procedures pertaining to their position and to conduct themselves, both on and off duty, in such a manner that will not discredit the department.

100.04 The right is reserved to amend or revoke any of the rules, regulations, assignments, and standard operating procedures or to make additional ones as the circumstances or the good of the service may require. No arbitrary rules can be established which will embrace all cases arising in the general discharge of department duties; something must be necessarily left to the intelligence and discretion of the individual, but if that discretion is used by a department member wantonly or consistently, he is answerable to higher authority.

SECTION I

101.00 Chief of Department

101.01 The Chief shall be the head of the department, subject to the laws of the State of Wisconsin, ordinances of the Town of Fitchburg, and the rules and regulations herein adopted.

101.02 He shall be held responsible for the general condition and efficient operation of the department, the training of members, and the performance of all other duties imposed upon him.

101.03 He may cause to be inspected, the fire hydrants and other sources of water supply at least twice each year.

101.04 He shall maintain a library of Fire Service Publications, and shall make use of it to the best advantage of all members.

101.05 He shall make every effort to attend all fires and direct the officers and members in the performance of their duties.

101.06 He shall see that the citizens are kept informed of fire hazards within the community and of the activities of the department.

101.07 He shall review and approve all prints of new construction and/or remodel of all buildings, except single and two family residences and agricultural buildings.

101.08 He shall have the Inspection Bureau inspect all buildings regularly as required by the laws of the State of Wisconsin.

101.09 He shall see that each fire is carefully investigated to determine its cause, and in case of suspicion of incindiarism shall secure and preserve all possible evidence for future use in the case of any court actions.

SECTION II

102.00 Assistant Chief

102.01 There shall be an Assistant Chief, who shall be appointed by the chief, and shall report to the chief at fires and assist him in the discharge of his duties.

102.02 In the absence of the chief, he shall command the department, and be held responsible therefore in all respects, with the full powers and responsibilities of the chief, during all fires and emergencies, training sessions, drills and investigations.

102.03 He shall be responsible, at all times, that all equipment is cleaned following use, that all apparatus is cleaned and in readiness after each time of use and that the station is in clean condition at all times.

102.04 He is to assist in preparing apparatus and equipment after each alarm and to check that all captains have properly completed their assignments.

SECTION III

103.00 Battalions, Companies and Officers

103.01 There shall be a captain in charge of the Fire Inspection Bureau, who shall be appointed by the chief, to make the required inspections as per State of Wisconsin laws. He shall make, or cause to be made, all inspections, keep all records, issue all orders, keep all code books current, secure inspectors who are to be approved by the chief, train inspectors, prepare files, assign inspectors, review building prints with the chief, and all other required duties. He shall report directly to the chief.

103.02 There shall be a captain and a lieutenant in charge of the Training Bureau, who shall be appointed by the chief, to prepare all training programs for the department, prepare training sessions for regular drills, recommend training materials, keep all individual training records, and assign training duties to other officers.

103.03 The fire force shall be divided into two (2) battalions. Each battalion to be divided into companies, the number of which shall be determined by the chief and based upon the needs of the community to provide proper fire protection.

103.04 Each battalion shall be in direct charge of a captain, who shall be appointed by the chief and responsible to the chief and assistant chief for all operations of the battalion. In the event one captain is not present, the remaining captain will be in command of both battalions.

108.07 All officers and members to keep each individual locker clean, with no personal items stored in locker.

108.08 ALL officers and members shall assist in cleaning apparatus and equipment after each run and to check that all apparatus and equipment is in good condition and repair for immediate use. This includes the apparatus room and shop for cleanliness and that items are in order.

108.09 In the event it is necessary to place apparatus or equipment out of service for repairs, or to be replaced, a report of the nature of the repairs required and the time the apparatus or equipment will be out of service shall be submitted to the chief immediately.

108.10 All hose and salvage covers will be washed and hung up to dry after each use and dry equipment placed in service on the apparatus. All hose will be tested annually and reloaded in hose beds quarterly.

108.11 Officers or members shall not use department letterhead for private correspondence nor send correspondence out of the department over their signature without the permission of the chief. This does not apply to members of the department who are authorized to conduct official business or correspondence, such as the secretary and treasurer.

108.12 All officers and members operating the fire radio either from mobile units or the base station shall strictly observe regulations for such operations as set forth in departmental orders and by the Federal Communications Commission.

108.13 All apparatus with radio installations shall put radio equipment in operation immediately prior to leaving the quarters and to notify the base that they are responding as per department radio procedures. Radio equipped apparatus responding to or returning from assignments shall be in radio service at all times.

SECTION IX

109.00 General Responsibilities of Officers and Members at Fire Scene

109.01 The first company to arrive at the scene of a fire is responsible for the following actions as they may apply to the situation:

a. Summoning of medical assistance and administration of first aid as required to prevent further injury or loss of life, if humans involved.
b. Containment of fire.
c. Extinguishment of fire.
d. Securing all information required for records.
e. Have area secured by owner before leaving.
f. Prepare for investigation, if required.
g. If no investigation required, overhaul area.
h. Officer in charge to be last to leave scene.

109.02 Officers in command of companies shall report immediately upon arrival to the officer in charge at the fire scene.

SECTION X

110.00 Station On-Duty Personnel -- Live-in, Sleep-in and Standby

103.05 Each company shall be in direct charge of a lieutenant who shall be appointed by the chief. He shall, in the absence of his captain, exercise the same duties and have the same powers as evolve upon the captain. At all other times, he shall perform such duties as the captain may direct.

103.06 In the absence of the chief and assistant chief, the first captain to arrive at a fire or emergency shall command the entire department and, in his absence, the first lieutenant to arrive shall take command until the arrival of a superior officer.

103.07 Each captain shall preserve the discipline of his battalion and instruct the members of their duties. Each captain shall direct the operation of his battalion at fires or emergencies and carry out the orders of the chief. He shall report to the chief the condition in the position to which he has been assigned and make recommendations where needed to more effectively control the fire or handle the emergency. He shall supervise the relief of his battalion members during severe fires to keep them in the most effective condition possible.

103.08 Each lieutenant, together with one of his drivers, shall inspect all equipment in his charge each week, or assign one of his drivers, to see that all equipment is clean, in its proper place, and ready for service, as per inspection reports assigned to the company. A complete report of the same shall be submitted each month to the chief.

103.09 Battalion captains and company lieutenants shall see that all hose is thoroughly cleaned and dried each time that it is used at fires and drills, and that no wet or dirty hose is placed on the apparatus.

103.10 Battalion captains and company lieutenants shall see that hose is removed from apparatus once every three (3) months and reloaded with folds in different places to prevent cracking, and that water is run through it once in three (3) months.

103.11 Captains and lieutenants are to prepare and complete or cause to have prepared and completed all records required of all activities such as fires and emergencies, accidents, injuries, and any incidents during the operation of the department.

SECTION IV

104.00 Drivers

104.01 Drivers are to be appointed by the chief, on recommendations of the battalion captains. They shall be appointed for their driving and mechanical ability and shall be thoroughly familiar with the operation of the apparatus of the complete department. No driver will be accepted who possesses a bad driving record and any physical disabilities.

104.02 Driver of each piece of apparatus shall make an inspection of his apparatus after each run; inspections shall include checking oil, fuel, water, battery, tires, primer pump oil and draining of pump. He shall provide for his company officer a record of the pumping time, hose lines used and pressure maintained.

104.03 Drivers shall be thoroughly familiar with the territory to be served by the department, including the condition of the routes during the different seasons and the locations of all water supplies.

104.04 Drivers shall observe speed limits, which are consistent with safety, considering traffic, weather and road conditions. Special care shall be taken when approaching all intersections, all warning lights and siren shall be operating, with the apparatus kept under control at all times.

104.05 Upon response to an alarm, the first driver reaching the station shall drive the pumper, which is first to respond, except on grass fires, to the fire providing there are at least three (3) other members riding with him.

104.06 Drivers of pumpers shall take care not to operate the pump at a greater capacity of pressure than which it was designed.

104.07 Drivers of pumpers must be able to make mental calculations of pump pressures required for various distances of nozzles above or below pumper level, for siamesed lines, and other hookups that may be necessary.

104.08 Drivers, along with company lieutenant, are to have apparatus washed, cleaned and wiped dry after each alarm.

SECTION V

105.00 Members

105.01 Applicants for becoming members of the department are to secure and complete an application form and health form. Age limit of applicants to be 18 to 50 years of age.

105.02 Applicants, following investigation of past history and acceptance by the chief, will be required to be on probationary period of twelve (12) months. At the end of six (6) months of probationary period, member will be assigned radio receiver and at end of twelve (12) month probationary period, will be assigned badge, key to station and department uniform.

105.03 Members accepted must, within the probationary period, attend or have started the course for Firemenship I Training. If unable or unwilling to attend course, will be subject to removal from department.

105.04 Members shall assist in the work of the department, whether or not it may be their assigned duties, and in the absence of any specific orders or apparent work to be done, they shall report to the officer in charge of the fire and/or drill.

105.05 Members will be assigned to a company and may be reassigned at any time, as required.

105.06 Members shall give strict obedience to the rules of the department and to the orders of their appointed or elected officers.

105.07 Officers and members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another. When on duty and in the presence of the public, officers should be referred to by rank.

105.08 Officers and members shall not publicly criticize instructions or orders they have received.

105.09 Officers and members shall not mar, mark or deface any surface in the fire department building nor throw waste materials on the floor or fail to clean food preparation areas immediately after use. No material shall be reaffixed in any way to any wall in the fire department building without specific authorization of the chief.

105.10 Members may be suspended for disciplinary purpose by the chief, for no more than sixty (60) days, for causes as listed:

a. Convicted of a felony or a misdemeanor.
b. Violations of rules and regulations of department after two (2) written warnings.
c. Failure to obey a direct order given by an officer or an officer failing to obey an order by a superior officer.
d. Being under the influence of intoxicants while at an alarm.
e. Guilty of insubordination or disgraceful conduct, while in the capacity of a fire fighter.
f. Offensive in conduct or language in public or towards the public, town officials, town employees, either on or off duty as a fire fighter.
g. Carelessness or negligent with apparatus and equipment or other property of the department.
h. Use of any fire department apparatus and/or equipment for personal use.

SECTION VI

106.00 Training

106.01 Regular meetings and drills shall be held on the first and third Tuesday of each month at 7:00 P.M. in the fire station. Special meetings and/or drills may be called by the chief at a specified date, time and place.

106.02 Training sessions are to be scheduled for regular meetings and drills by the Training Bureau. Special training sessions may be scheduled at any time by the training captain and the chief.

106.03 Members are required to attend firemanship training programs and all other M.A.T.C. and State programs available and/or required for future certification.

SECTION VII

107.00 General

107.01 No person or persons, not a member of the department, unless authorized by the department officer in charge, shall be allowed to ride on the apparatus or to handle equipment.

107.02 The chief shall appoint two (2) mechanics who shall be charged with the duty of maintaining all the apparatus of the department in good condition and ready for immediate service. Drivers having mechanical ability shall be given preference to other members or officers for such additional duties.

107.03 The chief shall appoint a secretary and a tresurer to handle the secretarial and treasurer's duties. The secretary shall keep all the minutes of all meetings, roll call records, attendance records, correspondence and any and all duties pertaining to secretarial duties. The treasurer is to handle all financial records, paying of all bills and any and all duties required by a treasurer.

107.04 The members of the department shall be paid the sum of $2.50 for the first hour or part thereof and $2.00 for each additional hour or part thereof for all fire alarms, emergency and rescue calls. They shall be paid the sum of $2.00 for each complete meeting and drill, training sessions, schools, conventions and conferences.

107.05 Social events, such as annual dance and annual picnic, shall be arranged and managed by a company each year on a rotation basis. Any other social events and/or activities, officers are to be elected by the department members. All funds derived from such social events are to be deposited in the fire department checking account and all expenses for all such events and activities are to be paid, by check only, from the fire department checking account. Any other funds to be disbursed from said fire department account, which are earned from social events and activities only, are to be approved by the fire department members. . .

107.06 The functions and duties of said social officers and companies shall in no way interfere with those of the regular fire department operations and personnel, who are charged with the responsibility of all fire service activities and operations of the fire department, with the exception of the secretarial and treasurer's duties of both the fire department and social events.

107.07 All requests for public education talks, demonstrations, etc. will be referred to the chief for approval and processing. Members directly approached for this purpose shall suggest that the person requesting this type of service submit the request to the chief.

SECTION VIII

108.00 General Duties

108.01 Officers and members shall be responsible for his helmet, coat, boots, spanner wrenches, flashlight, hose rope tool, gloves, radio receiver, badge and uniform, and when his membership in the department is terminated, he shall return all department property in his possession to the chief.

108.02 Officers and members who are absent from three (3) successive meetings and drills without permission or an excuse, shall be dropped from the membership without a hearing.

108.03 All officers and members are to remain at their duty assignments until properly relieved by a commanding officer.

108.04 Immediately upon being appointed to the department, members shall inform their company officer of their correct address and telephone number. Changes in address or telephone number shall be reported within seven (7) days of such change. This information shall be forwarded to the chief's office.

108.05 Officers and members, when engaged in fires, emergencies and drills, shall possess and wear regulation fire helmets, fire coats, boots and gloves. Boots are to be fully extended when wearing. All equipment must be kept clean and in good order.

108.06 All helmets, coat, boots and gloves are to be correctly placed in each locker. Gloves to be placed on boot shelf until coat and gloves are thoroughly dried. Boots to be stored with top half fully extended down over boot.

110.01 These station people are in charge during assigned 24-hour weekend, holiday and night shift of living area, namely: kitchen, lounge, dormitory, bathroom and dispatch office. Has charge of remaining station area at all times, except during an alarm and drills.

110.02 Turn off all lights not in use, except lamps in dispatch office and night light in dormitory.

110.03 Cause to have all department rules observed and to complete all assignments given by chief during tour of duty.

110.04 To complete, record and prepare all reports and forms required or requested by chief or duty officer, during tour of duty.

110.05 All assigned personnel to never leave station and/or be beyond hearing and answering distance of radio, fire and business phones. If required to leave station for any reason, he must have a replacement prior to leaving station. Disobeying this rule is cause for suspension.

110.06 On-duty personnel must answer all telephone calls and radio messages with no delay. Follow telephone techniques as outlined in department communications manual.

110.07 On-duty personnel during week night assignment are to be on duty from 4:30 - 5:00 P.M. until the following morning when required to leave for work or school. If unable to be on duty at 4:30 - 5:00 P.M. on week nights, to have replacement on duty until returning.

110.08 On-duty personnel weekend duty hours are as follows: Saturday duty is from midnight Friday until midnight Saturday. Sunday duty is from midnight Saturday until required time to leave for work or school on Monday. Holiday duty is from midnight the night before and until required time to leave for work or school the next morning.

110.09 All live-in personnel unable to be on duty for part of or all of assigned duty tour, must have a replacement secured. Must inform duty officer or chief name of replacement and time on duty. Such replacement will be allowed only for absences due to outside part-time work, school, sickness, family obligations and emergencies.

110.10 On-duty personnel shall stay on duty at dispatch desk during alarms and/or emergency calls until a replacement arrives.

110.11 If at any time a problem or emergency arises that an on-duty personnel is unable to answer, to call duty officer or chief for an answer or decision. No on-duty personnel are to make any emergency alarm or administrative decisions.

110.12 Any on-duty personnel on night weekend or holiday duty will not be allowed to consume any beer or alcoholic beverage. Any personnel arriving to start his tour of duty in an intoxicated condition will be suspended.

110.13 On-duty personnel to patrol the complete fire department area in building at start of duty tour, pick up all items not in place, keep building clean, dress properly and clean, and perform all duties delegated to them. They are responsible for the proper care of department equipment and property while on duty.

110.14 No female visitors will be allowed after 11:00 P.M.

110.15 Telephone - All personal telephone calls, incoming and outgoing, will be limited to a duration of three (3) minutes. Fire phone will not be used for any incoming personal calls at any time.

110.16 No fire department records, policies, rules and regulations or other matters will be discussed at any time with any person not connected with fire department without express permission of the chief. No press releases, probable fire causes or inspection reports are to be made available to anyone without the express permission of the chief.

SECTION XI

111.00 Lounge Rules

111.01 Lounge to be left in an orderly and clean condition at all times, when leaving the room.

111.02 Empty pop and beer bottles, glass or dishes are not to be left setting empty on floor, tables or counter at any time.

111.03 Any dirt, ashes, liquid spills and any other articles left by any member, must be cleaned or picked up by same member.

111.04 TV privileges are extended and should be shared in a cooperative manner with others. Any discrepancy in program selection will be decided by duty officer.

SECTION XII

112.00 Dormitory Rules

112.01 Beds to be made at all times and immediately after arising.

112.02 Beds to have no articles laying on spread or sheet.

112.03 All clothes to be in closet, hall closet, and/or in chest of drawers at all times. Dirty and used clothes to be washed or cleaned are to be stored in hamper or laundry bag, not stored on floor.

112.04 Table, dresser, night stands and chairs to be kept in neat order and to have no clothes on them.

112.05 Bathroom and dormitory to be in order at all times.

112.06 Bathroom cabinet to be in order and shelves to be clean at all times. Shelves to be washed at least once a month.

112.07 Bathroom articles to be placed in cabinet immediately after use.

112.08 Sinks and counter in bathroom to be wiped clean after each use. Chrome sink, shower and urinal piping and controls must be wiped clean and dry daily.

112.09 Bathroom roll towels to be replaced at once after roll is depleted.

112.10 All drapes to be rehooked each time a hook is unhooked and to be kept in perfect hanging condition.

112.11 Absolutely no pop and beer bottles, food utensils and packages to be in bathroom and dormitory.

112.12 Newspapers or magazines are not to be left on furniture and floor at any time. Table and stands are to be used for this purpose.

112.13 Shower stall floors and walls to be scrubbed and cleaned once each week unless required more often.

112.14 All bedding, except pillow, pillow case and linen sheets will be furnished. Occupants will be responsible for cleaning same.

SECTION XIII

113.00 Kitchen Rules

113.01 Waste container must be emptied when liner bag is full or when odor is strong. Liners must be in waste container at all times. Waste container is to be washed each week.

113.02 Dishes and cooking utensils must be washed, dried and put in cabinet after each time of use. This is a must.

113.03 No plates, bowls, cups, glasses, knives, forks, spoons, pans, boxes and food containers are to be left unused in kitchen, lounge, bathroom, dormitory or dispatch office at any time.

113.04 Refrigerator, stove, sink, counter and table to be wiped clean at all times. Stove top, oven and sink to be washed and wiped clean after each time used. This includes chrome faucets. This is a must.

113.05 Utensils stored on counter to be clean and in place at all times.

113.06 Cabinets to be in order inside and items to be in proper place at all times. Inside cabinets to be cleaned once a month.

113.07 Full kitchen privileges including refrigerator, stove, dishes, cooking utensils, etc. will be furnished. It will be shared in a cooperative manner by all live-in, sleep-in and standby personnel on duty, each being responsible for his own food, cooking and cleaning. Kitchen rules apply to fire department members when using, during and following a fire, emergency, drill or meeting. Coffee will be furnished by the fire department.

113.08 All lounge, bathroom, dormitory, kitchen and dispatch room rules apply to anyone using or occupying any of the above areas. This includes officers, members, live-in, sleep-in, and standby personnel. There are and will be no excuse for anyone.

113.09 Any officer or member not abiding by any of the rules and stating that others can clean or pick up after them will be subject to suspension.

FIRE DEPARTMENT RULES AND REGULATIONS
CHAPTER I - DEFINITIONS

100.00	Department	The fire department
100.01	Village	Village of
100.02	Town Board	The members of the Town Board
100.03	Chief	Chief of the fire department
100.04	Commanding Officer	Chief or assistant chiefs of the fire department
100.05	Company Officers	Captain or lieutenant of the fire department
100.06	Member	Duly appointed fire fighter of the fire department
100.07	Manual	Manuals of rules or instruction of the department
100.08	Orders	Commands or instructions, oral or written, given by one member to a member of lesser rank
100.09	Special Order	Orders, instructions, oral or written of a temporary nature, or current concern posted for the information of all members of the department
100.10	Fire Incident	Any occurrence or incident suggesting or requiring action or service by members of the fire department
100.11	Company	A crew of members assigned to a fire station with fire fighting apparatus and whose work is performed under the immediate supervision of a company officer
100.12	Detail	An assignment of one or more members by the chief or assistant chiefs of the department to such special services and/or hours of work as they may deem necessary

CHAPTER II - RESPONSIBILITIES AND AUTHORITY

200.00 Fire Chief

200.01 Authority — The fire chief is the chief executive of the department and the final departmental authority in all matters of policy, operations and discipline. He excercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the department.

200.02 **Responsibilities** Through the fire chief, the department is responsible for the protection of life and property within the legal jurisdiction. The fire chief is responsible for planning, directing, coordinating, controlling and staffing all activities of the department, for its continuous and efficient operation, for the enforcement of the Rules and Regulations of the department, for the completion and forwarding of reports and for the departmental relations with the citizens of the village and other agencies and such other actions and policies as may be prescribed by the Village Board or local ordinance.

200.03 Commanding Officers - Assistant Fire Chiefs

200.04 Authority Subject to direction from higher command, a commanding officer has direct control over all members within his command. In addition to the general and individual responsibilities of all members, a commanding officer is expected to comply with the provisions of paragraph 200.05.

200.05 Responsibilities The direction and control of personnel under his command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. The maintenance of discipline, proper organization and assignment of duties to insure efficient performance of departmental functions and those of his command. To take such action as outlined in paragraph 400.02, "Departmental Authority to Discipline", as may be necessary.

Preparation of required reports and maintenance of records pertaining to his command.

Insure that quarters, equipment, supplies and materials assigned to his command are correctly used and maintained.

200.06 Company Officers - Captains
All captains of the fire department shall be assigned to their respective companies and stations by the fire chief.

200.07 Authority The captains shall at all times maintain discipline and order among junior officers and men under his command.

200.08 Responsibilities The first captain to arrive at the scene of any alarm shall assume charge and be in full command until relieved by an officer of superior rank. The captain shall assign duties to subordinates and require these duties to be performed promptly and efficiently.

The captains shall be responsible for the cleanliness of their stations and for the apparatus, tools, equipment and other property assigned or stored therein. Captains shall maintain accurate company records and shall prepare and forward routine reports. Captains shall carry out any other duties assigned to them by the chief or other commanding officer of the fire department.

200.09 Company Officers - Lieutenants

200.10 Authority — In the absence of their superior officers, lieutenants shall take command of companies or units and have the authority, powers, duties and responsibilities of such superior officers.

200.11 Responsibilities — Lieutenants shall be responsible for all the duties delegated to them by ordinance, by rules and regulations of the fire department and such other duties as their superior officers may direct.

CHAPTER III - PROFESSIONAL CONDUCT AND RESPONSIBILITIES

300.00 All Personnel

300.01 Standard of Conduct — Members and officers shall conduct their private and professional lives in such a manner as to avoid bringing discredit on the department or village.

300.02 Cooperation — Cooperation between the officers and fire fighters is essential in effective fire fighting. Therefore, every member is required to cooperate with his officers and fellow fire fighters.

300.03 Assistance — All members are required to aid a fellow fire fighter exposed to danger.

300.04 General Responsibilities — At all times, members shall take appropriate action to: Protect life and property and seek compliance with all the laws and ordinances within the department's jurisdiction.

300.05 Duty Responsibilities — Officers and fire fighters shall perform all duties delegated to them, in the manner prescribed by law or ordinance, or by the rules and regulations, practices and procedures contained herein. Officers and fire fighters shall acquire the knowledge of operation of all the various types of apparatus, tools and equipment in use in the department and under the direction of their superior officers maintain such apparatus, tools and equipment (in their care or possession) in a clean condition and in readiness for operation at all times. Officers and fire fighters shall observe and study the principles of modern fire fighting, fire prevention, rescue work, resuscitation, first aid, ventilation and salvage operations.

300.06 Insubordination — Failure or deliberate refusal of any officer or member to obey an order given by a superior shall be insubordination.

300.07 Questions Regarding Assignments — Members in doubt as to the nature or detail of their assignment shall seek such information from their superior officers by going through the chain of command.

300.08 Knowledge of Laws and Regulations

Every officer and member is required to establish and maintain a working knowledge of laws and ordinances in force in the village, the rules and regulations and policies of the department and the orders of the department. In the event of improper action or breach of discipline, it will be presumed that the officer or member was familiar with the law, rule or policy in question.

300.09 Performance of Duty — All officers and members shall perform their duties as required or directed by law, department rules, policy or order, or by order of a superior officer. All duties required by competent authority shall be performed promptly as directed.

300.10 Obedience to Laws and Regulations

Officers and members shall observe and obey all laws and ordinances, rules and regulations, and general and special orders of the department and the Village Board.

300.11 Conduct Toward Superior and Subordinate Officers and Associates

Officers and members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationship with one another. When on duty and in the presence of the public, officers should be referred to by rank.

300.12 Criticism of Orders — Officers and members shall not publicly criticize instructions or orders they have received.

300.13 Manner of Issuing Orders

Orders from a superior to a subordinate shall be in clear and understandable language, civil in tone and issued in pursuit of departmental business.

300.14 Obedience to Unjust or Improper Orders

Officers or members who are given orders they feel to be unjust or contrary to rules and regulations, must first obey the order to the best of their ability and then may proceed to appeal as provided in paragraph 300.15.

300.15 Reports and Appeals — An officer or member receiving an order he feels is unjust or improper, shall at first opportunity, report in writing to the fire chief. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made through the fire chief to the Village Board.

310.00 General Conduct on Duty

310.01 Relief — All officers or members are to remain at their duty assignments until properly relieved by a commanding officer.

310.02 Inspections

From time to time the chief or other command officer may call for equipment inspection. Officers and members directed to attend such inspections shall report with the equipment specified. Unauthorized absence could result in disciplinary action.

310.03 Training

All officers and members shall attend inservice training at the direction of the chief or other commanding officer. Such attendance is COMPULSORY and any officer or member missing two consecutive months of training shall be dismissed from the department.

310.04 Prohibited Activity on Duty

Officers or members shall not at any time be intoxicated while on duty.

310.05 Address and Telephone Numbers

Immediately upon being appointed to the department, members shall inform their commanding officer of their correct address and telephone number. Changes in address or telephone number shall be reported within seven (7) days of such change.

320.00 Department Property and Equipment

Officers and members are responsible for the proper care of department property and equipment assigned to or used by them.

320.01 Damaged-Inoperative Property or Equipment

Members shall immediately report to their commanding officer any loss or damage to department property assigned to them and inform their officer of any defects or hazardous conditions existing in any departmental equipment or property.

320.02 Equipment to be Worn for Fire Service

Officers and members, when engaged in fire service or drills, shall possess and wear regulation fire helmets, fire coats, boots and gloves. During drills in extremely warm weather all items EXCEPT fire helmets may be dispensed with at the discretion of the commanding officer. All equipment must be kept clean and in good order.

320.03 Care of Departmental Buildings

Members shall not mar, mark or deface any surface in any departmental building nor throw waste materials on the floor or fail to clean food preparation areas IMMEDIATELY after use.

320.04 Notices

Officers and members shall not mark, alter or deface any posted notices of the department.

320.05 Return of Department Property

Officers and members are required to surrender all departmental property in their possession upon request or separation.

320.06 Department Vehicles - Use

Officers and members shall not use a department vehicle without the permission of a commanding officer. Department vehicles shall not be used for personal business or pleasure.

320.07 Care and Cleaning of Apparatus and Equipment

All apparatus shall be cleaned after each run and thoroughly cleaned once a week, be kept in good condition and repaired for immediate use. Other equipment shall be maintaned in the same prescribed manner.

320.08 Care of Batteries and Tires

All storage batteries and tires shall be checked by the operator of all vehicular equipment at specified times and a record maintained.

320.09 Repairs to Apparatus In the event it is necessary to place apparatus out of service for repairs, a report of the nature of the repairs required and the time the apparatus will be out of service shall be submitted to the fire chief immediately.

320.10 Care and Cleaning of Hose and Salvage Covers

All hose and salvage covers will be cleaned and hung up to dry after every use and dry equipment placed in service on the apparatus. All hose will be tested annually and refolded in hose beds quarterly. (Every 90 days)

320.11 Transporting Citizens

Citizens will be transported in department vehicles ONLY when necessary to accomplish a fire department purpose such as rescue squad calls. All other requests for transportation will be referred to the fire chief or in his absence the assistant chiefs unless authorized by a member of the Village Board.

330.00 Correspondence - Communications

Officers or members shall not: Use department letterheads for private correspondence.

330.01 Radio Discipline All members of the department operating the fire radio either from mobile units or in the communications room shall strictly observe regulations for such operations as set forth in departmental orders and by the Federal Communications Commission.

330.02 Radio Communications

All apparatus with radio installations shall put radio equipment in operation immediately upon leaving quarters and notify the base that they are responding. All units being able to transmit over the "County Fire Frequency" will notify the base of their response. Radio equipped apparatus reponding to or returning from assignments shall be in radio service at all times.

340.00 General Responsibilities of Officers and Members at the Fire Scene

The first member or company to arrive at the scene of a fire is responsible for the following actions as they apply to the situation:

a. Summoning of medical assistance and administration of first aid as required to prevent further injury or loss of life.
b. Containment of fire.
c. Extinguishment of fire.

340.01 Reporting to Commanding Officer at Scene

Officers in command of companies shall report immediately upon arrival to the officer in charge at the fire scene.

341.00 Responding to Fires

341.01 Response to Alarms

Upon receiving an alarm, all members at or reporting to their respective stations will don their fire clothes and be prepared to leave the station at the command of the officer in charge.

341.02 Travel in Response to Alarms

Scenes of fires or other emergencies shall be reached with the utmost dispatch consistent with safety. Drivers of apparatus shall use the most direct arterial routes to the scene and drive and control all vehicles in a safe manner. Officers and drivers will be held responsible for reckless, unsafe or negligent driving.

341.03 Speed of Apparatus - Control

While approaching railroad crossings, turning corners or on slippery streets, the driver shall reduce the speed of the vehicle to insure the safe negotiation of these hazards. Apparatus warning lights and siren shall be in use when operating as an emergency vehicle. In the interest of safety, apparatus responding to alarms will be brought to a full stop if necessary. When returning to quarters or not responding to alarms, fire department apparatus shall strictly observe all traffic and speed regulations.

350.00 General Procedures

350.01 Duty to Answer Alarms

All members of the department shall attend fires or alarms unless otherwise instructed by departmental order or excused by a superior officer.

350.02 Duty to Assist Police

Members shall at all times assist enforcement officials when called upon to render such aid and whenever a request is made for emergency assistance.

350.03 Public Appearance Requests

All requests for public talks, demonstrations, etc. will be referred to the fire chief for approval and processing. Members directly approached for this type of service submit the request to the fire chief.

350.04 Political Activity

No member of the fire department, whether on or off duty, shall use his official authority or influence to coerce the political action of any person.

350.05 Conduct Toward the Public

Members shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, profane, violent or insolent language and remain calm. Upon request, they will supply their name and rank in a gentlemanly manner.

350.06 Care for Lost, Helpless, Injured or Ill Persons

Members shall always be alert to assist lost, helpless, injured or ill persons.

CHAPTER IV - DEPARTMENTAL DISCIPLINE

400.00 Who is Subject to Disciplinary Action

Any member who violates the laws of the United States, the State of Wisconsin or Local Ordinances or who violates any provision of the Rules and Regulations of the department or who disobeys any order or who is incompetent to perform his duties is subject to appropriate disciplinary action.

400.01 Penalties

The following penalties may be assessed against any member of the department as disciplinary action although not necessarily in the sequence noted:

a. Oral reprimand.
b. Written reprimand.
c. Suspension.
d. Dimissal.

400.02 Departmental Authority to Discipline

Final departmental disciplinary authority and responsibility rests with the fire chief and is subject to review and approval of the Village Board. For disciplinary purposes, assistant chiefs, captains, and lieutenants, have the authority to reprimand and may recommend such other disciplinary action as they deem necessary. Charges must be preferred and a written report of the action taken or recommended given to the fire chief IMMEDIATELY. If the person who has been disciplined so desires, he may apply to the fire chief for a hearing before the Village Board. All disciplinary reports will be prepared as outlined in paragraph 400.03.

400.03 Reports of Disciplinary Action Taken or Recommended

Whenever disciplinary action is taken or recommended, a written report must be submitted to the fire chief immediately on the Departmental Correspondence Form in quadruplicate, the original and three copies containing the following information.

a. The name, rank and assignment of the person being disciplined.
b. The date(s) and time(s) of the misconduct and location(s).
c. The section numbers of this manual violated.
d. A complete statement of the facts of the misconduct.
e. The disciplinary action imposed or recommended.
f. The written signature and rank of the preparing officer and his position in relation to the member being disciplined.

400.04 Distribution of Reports of Disciplinary Action

The report shall be distributed as follows: Original to the Village Board, one copy to the member being disciplined, one copy for the department files, and one copy to be retained by the officer taking the action.

400.05 Informing the Person Being Disciplined

The member being disciplined shall be informed of the charges made and the disciplinary action taken and that he has a right to appeal any disciplinary action through the fire chief to the Village Board.

SECTION XIII

INFORMATION ON HAZARDOUS CARGOES AND SPILLS

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD
400 SEVENTH STREET S.W.
WASHINGTON, D.C. 20590
PHONE: (202) 426-9568

G-WEP-4/73

CHEMICAL HAZARDS RESPONSE INFORMATION SYSTEM (CG-446)
(CHRIS)

26 MAR 1974

CG-446-1: A Condensed Guide To Chemical Hazards

LETTER OF PROMULGATION

1. Chemical Hazards Response Information System. The Chemical Hazards Response Information System (CHRIS) manual is an official publication of the U.S. Coast Guard and consists of the following four volumes:

CG-446-1	A Condensed Guide to Chemical Hazards
CG-446-2	Hazardous Chemical Data
CG-446-3	Hazard Assessment Handbook
CG-446-4	Response Methods Handbook

2. Purpose. The manual provides timely information essential for proper decision-making by responsible Coast Guard personnel and others during emergencies involving the water transport of hazardous chemicals. It also provides certain basic nonemergency related information to support Coast Guard efforts to achieve improved levels of safety in the bulk shipment of hazardous chemicals. The four manuals contain chemical data, hazard-assessment methods and response guides. A full description of CHRIS appears in each volume.

3. Amendments. Changes to each volume except CG-446-1 will be by consecutively numbered amendments transmitting new or revised pages, as necessary. CG-446-1 will be reprinted and redistributed in its entirety as needs dictate.

4. Distribution. Distribution will be made in accordance with the Directives, Publications and Reports Index (CG-236).

5. Effective Date. Effective upon receipt.

W. M. BENKERT
Chief, Office of Marine Environment
and Systems

4. WHERE TO FIND OTHER INFORMATION

4.1 CHRIS

Other manuals in the Chemical Hazards Response Information System (CHRIS) provide the following additional information:

For this Information	Use this Source
Medical Data	USCG-446-2 Hazardous Chemical Data handbook
Flammability Data	USCG-446-2 Hazardous Chemical Data handbook
Pollution Data	USCG-446-2 Hazardous Chemical Data handbook
Biological Data	USCG-446-2 Hazardous Chemical Data handbook
Physical Properties	USCG-446-2 Hazardous Chemical Data handbook
Chemical Properties	USCG-446-2 Hazardous Chemical Data handbook
Vulnerable Resources	Regional Contingency Plan
Potential Pollution Sources	Regional Contingency Plan
Geographic Features	Regional Contingency Plan
Cooperating Agencies Groups	Regional Contingency Plan
Hazard Assessment Methods	USCG-446-3 Hazard Assessment Handbook or Hazard Assessment Computer System (HACS)
Response Information	USCG-446-4 Response Methods Handbook
Equipment Sources	Regional Contingency Plan

4.2 OTHER INFORMATION SYSTEMS

4.2.1 CHEMICAL TRANSPORTATION EMERGENCY CENTER (CHEMTREC)

The Manufacturing Chemists Association operates CHEMTREC 24 hours a day.

By calling the toll-free number (listed below) one can be referred to experts on chemicals and spill response. The CHEMTREC phone number is:

Continental United States (except Alaska & District of Columbia)	800-424-9300
Alaska, Hawaii, and District of Columbia	202-483-7616

4.2.2 NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

The NFPA Recommended System for the Identification of the Fire Hazards of Materials (NFPA No. 704M) provides basic warning information to fire fighters in industrial plants and storage facilities.

WHO TAKES CARE OF THE CARETAKERS?

Summary of a paper by Lewis and Froehlich, presented at the 1974 National Conference On Control Of Hazardous Material Spills.

THE CARETAKERS

* Routine Workers
* Emergency Response Personnel
* Cleanup and Disposal Crews
* Maintenance Workers
* Secondary Personnel

Caretakers ... all those who may come in contact with a hazardous material spill

* Routine workers
* Emergency Response personnel
* Cleanup and Disposal crews
* Maintenance workers
* Secondary personnel

*Routine workers ... employees usually present before spill takes place ... in-plant operators

Warehousemen

Freight handlers

Common Carrier drivers

Barge crews

Trainmen

It is the responsibility of management to educate these people and establish safe working conditions and procedures. Transport employees present a special problem because of the short contact time with any cargo and the wide variety of materials encountered.

Provided by Larry R. Froebe, Ph.D.

*Emergency Response personnel

Firefighters

Police

Rescue

Medical and para-medical response teams

Company and trade association response specialists

This should be the best informed and equipped class, but in actual practice they are often ill-prepared for the task. Their major problems are finding out what has spilled and obtaining emergency information about the material rapidly. Responsible agencies need to develop better information tools and communication paths to reach and affect this class, especially the volunteer fire departments and enforcement agencies.

*Cleanup and Disposal crews

Highly-specialized individuals

Civic and ecological organizations ... volunteers

Military units ... National Guard

Maintenance workers

Trash collectors

The major problem is that groups or individuals may be "thrown into the melee" without any prior knowledge of or training for the potential dangers they are facing. When hazardous waste is containerized and thrown out with the trash, there is constant hazard to the unsuspecting industrial waste collector from leaking containers and fire and explosion hazard. Landfill employees also face danger from vaporizing or wind-stirred materials.

*Secondary personnel ... anyone called in to oversee, monitor, or analyze the spill and its immediate aftermath.

Company reps

Insurance adjustors

Chemical and Biological technicians

(Newsman are considered part of the public)

These people are specialists in fields other than hazard control and may be relatively unaware of the potential for personal harm present at the spill site.

WHO TAKES CARE OF THE CARETAKERS? Technical experts on the control of hazardous materials have responsibility. The federal and local research and regulatory agencies, chemical, medical, and toxicological researchers, manufacturers, and shippers each must play a part. If each group is aware of this responsibility and fulfills its role the caretakers will be cared for.

SAMPLE

PRE-EMERGENCY PLANNING HAZARDOUS MATERIAL SURVEY FORM

ADDRESS_____

AND NAME_____

CHEMICAL NAME_____

TYPE OF MATERIAL_____

CLASSIFICATION

1._____ FLAMMABLE LIQUID	5._____ COMPRESSED GAS	9._____ CORROSIVE
2._____ FLAMMABLE GAS	6._____ LIQUIFIED GAS	10._____ POISON
3._____ FLAMMABLE SOLID	7._____ WATER REACTIVE	11._____ RADIOACTIVE
4._____ UNSTABLE MATERIAL	8._____ COMBUSTIBLE METAL	12._____ OXIDIZING AGENT

13._____ OTHER_____

_____

STORAGE

AMOUNT (lb., Gal., Bble.)_____

LOCATION AND STORAGE_____

SEGREGATED BY_____

PROTECTED BY_____

REACTIVITY; How will this material react when

	EXPLODE	BURN RAPIDLY	GIVE OFF HEAT	TOXIC
IN CONTACT WITH WATER				
IN CONTACT WITH HEAT				
IN CONTACT WITH AIR				
IN CONTACT WITH ORDINARY MATERIAL				
IN CONTACT WITH OXIDIZING MATERIAL				

TOXICITY: What effect this material or vapors have on the human body?

_____ TOXIC	_____ CHEMICAL BURNS ON SKIN	_____ ASPHIXIATING
_____ CHOKING	_____ IRRITATION OF SKIN	_____ TEAR PRODUCING
_____ NAUSEA	_____ HEADACHE	_____ IRRITATION OF EYES AND NOSE

_____ OTHER_____

FIRE SCENE INSTRUCTIONS

BREATHING APPARATUS REQUESTED

_____ YES

_____ NO

SKIN PROECTION REQUIRED

_____ YES

_____ NO

FULL PROTECTIVE CLOTHING

_____ YES _____ NO

IF MATERIAL IS ON FIRE OR INVOLVED IN FIRE:_____

_____

_____

_____

SAMPLE

COURTESTY OF LARRY R. FROEBE, Ph.D.

GENERAL CONTAINMENT AND MITIGATION PROCEDURES

FOR HAZARDOUS MATERIALS SPILLS

Containment or control of a spill must be achieved first. Vertical spills such as gases floating up into the air or liquids soaking down into the ground are the toughest to contain. Horizontal spills spread on the ground or in ditches are generally easier to contain. General containment procedures for the three physical states of matter follow;

Gases

* Regulate at source (shut off valve; cap tank or rupture; cool container to reduce vapor pressure)
* Filter through collecting solid (such as charcoal pellets)
* Control vapors in the air (such as hydrochloric acid and ammonia) with water curtain or deluge gun.
* Evacuate population as necessary

Liquids

* Regulate at source
* Prevent flow ... dike or divert (straw dikes, syphen dams)
* Dilute (less desirable alternative)
* Cover ... reduce vapor pressure, soak into solid material
* Cool to reduce vapor pressure, freezing is possible collection technique
* Protect from vapor exposure to humans

Solids (in general, odors are not a problem)

* Segregate from liquids, especially materials which may react.
* Collect

Mitigation can involve a neutralization or disposal procedure. This should be considered only after the "spilled" material is successfully contained.

Provided by Larry R. Froebe, Ph.D.

HAZARDOUS AND TOXIC MATERIALS
REFERENCE LITERATURE AND SOURCES

HIGHLY RECOMMENDED

TITLE	SOURCE	PRICE	COMMENT
Hazardous Material-Emergency Action Guide 1977	U.S. Dept. of Transportation Materials Transportation Bureau MTH-21 Office of Hazardous Materials Operations 2100 Second St., S.W. Washington, DC 20590 1-202-426-2301 Contact: Mr. Loucks	Free	Directed to 43 high-volume chemicals which may require evacuations & special fire fighting techniques in transportation emergencies.
MCA Chem-Card Manual	Manufacturing Chemists Assn. 1825 Conneticut Ave., N.W. Washington, DC 20009	About $3.50	Directed to 86 chemicals most often involved in fire & spill emergencies; not technically oriented.
Hazardous Materials	National Fire Protection Assn. 470 Atlantic Avenue Boston, MA 02210	$10.50	Compilation of NFPA Publications 49, 325M, 491M and 704M; more technically oriented than Chem-Card-type manuals; 325M does list flammable limits.
Flammable Materials Handbook, James H. Meidl	Glencoe Press 8701 Wilshire Blvd. Beverly Hills, CA 90211	$5.00	Good on-scene officer's reference guide; info on placards, labels, flash points, physical properties explosive limits are <u>not</u> listed.

RECOMMENDED FOR FIRE OFFICER SUPPORT

Fire Officers' Guide to Emergency Action, Charles W. Bahme	NFPA	$7.50	Good procedural manual for a wide variety of circumstances connected to hazardous materials emergencies.
Fire Officer's Guide to Dangerous Chemicals, Charles W. Bahme	NFPA	$8.50	Background reading on past incidents involving chemicals.
Principles of Fire Protection Chemistry, Richard L. Tuve	NFPA	About $14.00	Textbook with appendix listing toxic exposure limit & best extinguishing agent for about 400 chemicals; good dispatch reference book also.

RECOMMENDED FOR DISPATCH REFERENCE

TITLE	SOURCE	PRICE	COMMENT
The Condensed Chemical Dictionary, Gessner G. Hawley	Van Nostrand Reinhold Co. 300 Pike Street Cincinnati, OH 45202	$30.00	Listings of chemicals & definitions of terms.
Dangerous Properties of Industrial Materials, N. Irving Sax	Van Nostrand Reinhold Co.	$42.50	Great for chronic & acute toxic hazard ratings of over 2000 chemicals.
Laboratory Waste Disposal Manual	Manufacturing Chemists Assn.	About $4.00	Especially good information for fabricating spill cleanup & disposal.
Emergency Handling of Hazardous Materials In Surface Transportation Pamphlets BE 1 & 2	Bureau of Explosives Assn. of American Railroads 1920 L. Street Washington, DC 20036 1-202-293-4048	About $10.00	Procedures for chemical fires on railroads.
Conrail-Consolidated Rail Corporation, Hazardous Materials Regulations			Reprint of regulations with listings of placards required for various chemicals.
Chemical Safety Slide Rule	National Safety Council 425 N. Michigan Avenue Chicago, IL 60611	About $1.50	Rapid data on about 100 chemicals with reference number on MCA Chemical Safety Data Sheets.
MCA Chemical Safety Data Sheets, SD 1-100, 94 presently available	MCA	$.75 each	6-8 pages per Data Sheet; info for spill & fire control; physician's directions also.
Toxic and Hazardous Industrial Chemicals Safety Manual	The International Technical Information Institute, Toronomon-Tchikawg Bldg., 6-5, 1 Chome, Nishi-Shimbashi, Minato-Ku, Tokyo, Japan	$80.00	Disposal procedures for laboratory-size spills; data on toxic effects.
Field Detection and Damage Assessment Manual for Oil and Hazardous Material Spills	U.S. EPA Div. of Oil and Hazardous Materials Washington, DC 20460	Free	Good perspective on EPA handling of spills

RECOMMENDED FOR PARAMEDIC RESPONSE

TITLE	SOURCE	PRICE	COMMENT
Effects of Exposure to Toxic Gases - First Aid and Medical Treatment	Matheson Gas Products East Rutherfod, NJ	About $5.00	Directed to 33 gases; extensive data on many gases available from this source.
Chemical Transportation Safety Index	RSMA 181 E. Lakeshore Drive Chicago, IL 60611	$3.50	Similar to Chemical Safety Slide Rule with reference to Handling Guide (below).
RSMA Handling Guide, A. David Baskin, Ph.D.	RSMA	$125.00	Data on over 1000 chemicals with special section on instructions to paramedics physicians.

IN CASE OF SPILLS OF OIL OR OTHER HAZARDOUS SUBSTANCES IN THE STATE OF WISCONSIN OR ITS CONTIGUOUS WATERS OF THE MISSISSIPPI RIVER OR LAKES SUPERIOR OR MICHIGAN

CALL THE DIVISION OF EMERGENCY GOVERNMENT:

608-266-3232

1. Location of Spill
2. Identity of Material Spilled
3. Probable Time of Spill
4. Probable Source of the Spill
5. Volume of Spill and Duration
6. Movement of Spilled Material – Present & Anticipated

The Division of Emergency Government will accept collect calls if you inform the operator that you wish to report a spill. This is a 24 hour service.

If the spill is coming from one of the oil pipelines shown on the map below, in addition to calling the Division of Emergency Government, please also notify the pipeline company by calling their listed number collect. These are also 24 hour numbers.

1. **Badger Pipeline Co.** 608-838-4411
2. **Great Northern Pipeline Co.** 612-437-4141
3. **Lakehead Pipeline Co.** 715-398-6547
4. **West Shore Pipeline Co.** 312-978-1550
5. **Williams Bros. Pipeline Co.** 918-583-0841

NOTE: To Fire and Police Chiefs — Please post conspicuously so that it can be seen clearly by your dispatcher.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

SI—119

SECTION XIV

SUGGESTED RECORDS

ANNUAL HOSE STATEMENT

STATION _____ No. _____

No.	Code or Length No.	Size Feet	Brand or Name	Date in Service	Date Tested	Condition (Good, Fair, Poor)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

HOSE TEST RECORD					NUMBER
MFP.			SERVICE DATE		SIZE
TESTED	CONDITION	INIT.	TESTED	CONDITION	INIT.

Farm No. _____ Town _____

Owner _____

Address _____

_____

Directions-- _____

_____

_____

_____

_____

_____

Water Supply--

MONTHLY VEHICLE INSPECTION REPORT

Make_____ Model_____ Year_____ License Number_____

Operation	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
ENGINE										
Engine Oil (Mileage)										
Filter Cartridge (Mileage)										
Idling Speed										
Oil Pressure										
Oil Leaks (Engine and Lines)										
Manifold and Exhaust System										
FUEL SYSTEM										
Air Cleaner										
Choke Assembly										
Fuel Lines and Filter										
Gas Tank and Vents										
COOLING SYSTEM										
Coolant Liquid Level										
Anti-Freeze Protection to °										
Drain Cocks										
Radiator (Rust and Bugs)										
Water Pumps and Lines										
ELECTRICAL SYSTEM										
Battery Liquid Level										
Battery Cables										
Fuses (and Spares)										
Alternator										
Regulator and Connections										
Ignition (Primary Terminal)										
High-Tension Wiring										
Starter and Relays										
Windshield Wipers										
Headlights										
Parking Lights										
Tail and Stop Lights										
Instrument Lights										
Turn Signal Lights										
Emergency Lights										
Siren										
Radio										
P.A. System										
ACCESSORIES										
Speedometer										
Tachometer										
Resuscitator										
Oxygen Tanks										
Smoke Masks										
Air Tanks										
Portable Pumps										
Power Plants										
Chain Saws										
Power Cut-Off Saws										
Extra Fuel for Engines										

Operation	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
ACCESSORIES (Continued)										
Smoke Ejectors										
Ropes										
Nozzles										
Holding Tank										
First Aid Kits										
Turn-Out Gear										
Ladders										
Extension Cords										
DRIVE TRAIN										
Clutch										
Universal Joints										
Transmission Oil Level										
Differential Oil Level										
Transfer Case Oil Level										
BRAKES										
Brake Fluid Level										
Visual Check for Leaks										
Flexible Hoses										
Hand Brake										
TIRES										
Proper Inflation										
Visual Inspection										
BODY										
Glass and Mirrors										
Body and Bumper Bolts										
FIRE PUMP										
Priming Pump (Oil Level)										
Priming Pump (Vacuum)										
Pressure Relief Valve										
Pump Controls										
Gauges										
Suction Gates										
Discharge Gates										
Suction Hose										
Pump Gear Box (Oil Level)										
ROAD TEST										

Drill Subject	Date	Drill Subject	Date	Drill Subject	Date	Fire fighting	Hours

SOCIAL SECURITY NO.	DATE OF BIRTH	DRIVER'S LICENSE NO.	DATE OF JOINING FIRE DEPT.
	/ /		/ /

TECHNICAL TRAINING

V.T.A.E. COURSES	Dates	SEMINARS	Dates	FIRE SCIENCE	Dates	OTHERS (Specify)	Dates